

## **Executive Summary**

### **AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)**

#### **1. Introduction**

The City of Allentown, Pennsylvania prepared and submitted its Five-Year Consolidated Plan to identify housing and community development needs and to develop specific goals and objectives. This plan was approved by the United States Department of Housing and Urban Development (HUD) and encompasses the period of July 1, 2015 to June 30, 2020. The Annual Action Plan being submitted, covers the period of January 1, 2018 - December 31, 2018, which is the fourth installment for the aforementioned Consolidated Plan, and presents the activities being funded to address the strategies outlined. The Annual Action Plan for the period January 1, 2018 - December 31, 2018 stipulates that the City's Department of Community and Economic Development (CED) will administer the HUD funded programs including the Community Development Block Grant Program (CDBG), HOME Investment Partnerships Program (HOME) and Emergency Solutions Grant Program (ESG). The City of Allentown enters into an agreement with the Commonwealth of Pennsylvania to administer its Housing Opportunities for Persons with HIV/AIDS (HOPWA) funds.

#### **2. Summarize the objectives and outcomes identified in the Plan**

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

##### **Housing Needs:**

- To maintain and improve the condition of the housing stock to meet or exceed current code standards with a priority placed in units in the Center City Initiative focus area (CCI).
- To make available affordable homeownership within the existing housing stock.
- To support the provision of decent, safe and affordable rental housing within the City and on a regional basis.
- To participate in a regional effort to make available a full array of permanent housing opportunities for special needs populations, to contribute to meeting the shelter and service needs of homeless residents of the City and to assist residents of the City in imminent danger of becoming homeless.

#### Homeless Needs:

- To support prevention strategies that address the root causes of chronic homelessness through the provision of tenant education, rental assistance, job/vocational training, and employment services.
- To support intervention strategies that include the closure of homeless camps when possible and addressing the gaps and barriers in the service delivery system.
- To support infrastructure strategies that include advocating for services, programs, policies at the local, state and national levels that enable chronically homeless people to live as independently as possible.

#### Community Development Needs:

- Revitalizing Allentown's economy through vocational/education training of City residents, small business loans, and promotion of new activities.
- Upgrading infrastructure in Allentown through the rehabilitation of streets, sidewalks, parks and other facilities to attract residents and business.
- Improve neighborhoods by rehabilitating the existing housing stock and creating homeownership and rental housing opportunities.

#### Non-Homeless Special Needs:

- Continue to support activities that provide affordable housing for elderly residents.
- Continue to support activities that provide the elderly with benefits counseling, care coordination, transportation and other services.
- Continue to offer support and assist local agencies that provide supportive services and outreach programs to individuals with mental illness.
- Increase the supply of transitional and permanent supportive housing facilities for people with mental illness and disabilities.
- Continue to support activities that serve people with disabilities.
- Continue to offer support to local agencies that provide outreach programs to individuals with drug and alcohol addiction.
- Increase the supply of transitional and permanent supportive housing for individuals with drug and alcohol addiction.
- Continue to support organizations and their efforts that provide affordable housing to people living with HIV/AIDS.

### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City of Allentown was not subject to the November 2, 2017 timeliness goal for the 2017 program year (October 1, 2017-December 31, 2017). After support from City Council, the Mayor of Allentown, and our HUD Field Office the City of Allentown complied with the extended timeliness deadline of August 2, 2017. The City is still in the midst of quickly spending down the shortened 2017 program year.

Our 2018 program year began January 1, 2018 and will end December 31, 2018. Consolidated Annual Performance and Evaluation Report (CAPER) was completed for the 2017 program year and has been submitted to the HUD Field Office for official review. In 2017, the CDBG funds were spent on a variety of activities in the categories of Housing Rehabilitation, Public Facilities and Improvements, Public Services, Direct Homeownership Assistance, Planning and Administration.

The City currently has an RFP out for the planning of a new 5-Year Consolidated Plan.

HOME funds were allocated to Allentown Revitalization Corp, which is in the planning phase.

ESG funds were expended on the operations of four shelters, a rapid re-housing program and ESG administration.

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

Citizen participation in the development of the Annual Action Plan for the period January 1, 2018 through December 31, 2018 was encouraged through participation in the public hearings and City Council review of the Annual Action Plan and funding decisions.

Applications for funding were solicited to members of the community. Outreach was provided through communication with service organizations that serve low-income areas, where funds will be spent on the Center City Initiative focus area, and minority and non-English speaking people who need assistance with housing.

On August 31, 2017, letters and schedules for the Consolidated Grants Program were sent to over 150 interested citizens, government agencies, city officials, non-profit organizations and housing developers. In addition, an advertisement was placed in The Morning Call on September 5, 2017. This information was also posted on the City's website.

Public hearings were held at 10:00 am and 5:00 pm on September 12, 2017. The hearings were held in City Council Chambers, First Floor, City Hall, 435 Hamilton Street, Allentown PA. Four people attended the morning session, and one person attended the evening session.

Applications for funding were accepted on October 16, 2017. During October 18, 2017 through October 25, 2017, a review panel of four City staff scored over 30 applications.

A summary of the Draft Annual Action Plan was published in The Morning Call newspaper on June 2, 2018, advising that the draft was available for review at the City's Department of Community and Economic Development, thus beginning the public comment period.

On June 6, 2018, the Consolidated Grants Program Legislation was introduced at the City Council Meeting. This was a public meeting and legislation was referred to a Committee of the Whole for discussion on June 13, 2018.

On June 14, 2018, public hearings were held in at 10:00 am and 5:00 pm. The hearings were held in City Council Chambers, First Floor, City Hall, 435 Hamilton Street, Allentown PA.

Finally, on August 2, 2017, City Council, during a public meeting, approved the Annual Action Plan and its submission to HUD.

Public comments for the City of Allentown's Annual Action Plan began on June 2, 2018, with the publication of the AAP in The Morning Call newspaper and ended on July 2, 2018.

## **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

There were no public comments to include in the plan.

## **6. Summary of comments or views not accepted and the reasons for not accepting them**

There were no public comments.

## **7. Summary**

The City of Allentown's Annual Action Plan for the period January 1, 2018- December 31, 2018 will commence once our HUD contract is received. All subrecipients have been notified of impending contract and have been instructed to maintain appropriate records for all activities.

## PR-05 Lead & Responsible Agencies – 91.200(b)

### 1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	ALLENTOWN	Community and Economic Development
HOPWA Administrator	ALLENTOWN	Pennsylvania Department of Health
HOME Administrator	ALLENTOWN	Community and Economic Development
ESG Administrator	ALLENTOWN	Community and Economic Development

Table 1 – Responsible Agencies

### Narrative (optional)

The staff of the City of Allentown's Department of Community and Economic Development worked together to plan and implement the City's three entitlement grants, the CDBG, HOME, and ESG. The City of Allentown will opt to allow the Commonwealth of Pennsylvania, Department of Health to continue to administer and report on HOPWA funds.

### Consolidated Plan Public Contact Information

The City of Allentown's HUD Grants Manager, Maria Quigney, serves as the contact person for the City's CDBG, HOME, and ESG programs. She can be reached at 610-437-7761 or [maria.quigney@allentownpa.gov](mailto:maria.quigney@allentownpa.gov).

## **AP-10 Consultation – 91.100, 91.200(b), 91.215(l)**

### **1. Introduction**

The City of Allentown's Five-Year Consolidated Plan will run through June 30, 2020 and strategically implements federal programs that fund housing, community development, and economic development activities within the City. The City currently has an RFP out for the planning and writing of a new Five-Year Consolidated Plan.

The 2018 Annual Action Plan is the fourth Annual Action Plan submitted for the present Consolidate Plan. It will cover the period January 1, 2018 - December 31, 2018.

### **Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))**

The City engaged in an extensive consultation process with the community, local public agencies, and non-profit organizations in an effort to develop a community driven Annual Action Plan. At the beginning of its process, the City of Allentown sent a mailing with information and a schedule of its Consolidated Grants Program process to over 150-public and assisted housing providers, private and governmental health and mental health providers, and a variety of social services agencies. This information contained dates and times of public hearings soliciting input and invitations to apply for funds.

### **Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The Eastern Pennsylvania Continuum of Care (CoC) is one of two regional efforts created by the Commonwealth of Pennsylvania to encompass non-entitlement portions of the state in order to receive homeless assistance from HUD. Within the region, the Lehigh Valley Regional Homeless Advisory Board (LVRHAB) encompasses Lehigh and Northampton Counties. The LVRHAB helps secure over \$4 million in competitive federal grants for the region, which provides homeless housing and support services.

The Eastern Pennsylvania CoC is currently an unincorporated organization, which serves as the primary decision-making group. Its responsibilities include ensuring representation of key stakeholders, setting the agenda for planning meetings, conducting the annual homeless single Point in Time (PIT) count, and

overseeing the various subcommittees. In addition to the annual CoC application for funds, meetings are hosted to review programming, organize activities, and collect data to assist the elimination of homelessness.

In consultation, specifically with the LVRHAB the City receives monthly reports regarding how homelessness is being combatted in the City and surrounding areas. Suggestions made by the LVRHAB include discussing transient population, mental health support, and drug/alcohol support. The City currently is attempting to identify the reasoning behind the high transiency numbers within its limits.

The LVRHAB meets quarterly and each meeting usually has over 30 active participants in attendance. Organizations serving homeless individuals and families, chronically homeless people, veterans, unaccompanied youth, people with special needs, and a wide variety of others actively participate in the LVRHAB.

The HUD Grants Manager and/or Monitor for the City regularly attends LVRHAB meetings. Most recently, in April of 2018, the LVRHAB decided to apply for \$500,000 in DCED funds to support the region's Rapid Re-Housing efforts.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

The Eastern Pennsylvania CoC provides assistance with the allocation of ESG funds. In order to develop performance standards and funding, the CoC actively researches Pennsylvania homeless histories and other like states. Said research, is that used to create appropriate plans and programs to battle homelessness.

Plans for the city's funding over the next year include: shelters and rapid re-housing. With more and more funding being cut for transitional housing, it has become a priority of the City to progressively look at how the City is funding it's shelter's and how the City wants to better allocate their money to Rapid Re-housing.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**



**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	Allentown Community Revitalization Corporation
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Affordable Housing
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Non-profit organization, CHDO designation neighborhood improvements through housing development. Provided information in their proposal for funding regarding housing within the City, including affordability and sustainability. Expect to be able to acquire/rehabilitate/build new affordable, sustainable housing. Provided information during proposal review week. Provided information during proposal review week.
2	<b>Agency/Group/Organization</b>	ALLENTOWN PUBLIC LIBRARY
	<b>Agency/Group/Organization Type</b>	Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Education
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Assisted with providing information during proposal review week on youth and education.
3	<b>Agency/Group/Organization</b>	City of Allentown - Streets
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Public Infrastructure

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	ADA approved handicap ramps throughout City. City will continue to utilize necessary resources to maintain sustainability and upkeep of city. Expect to continue creation of a more walkable City.
4	<b>Agency/Group/Organization</b>	ALLENTOWN YMCA & YWCA
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Education & Community
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided information on youth and education during proposal review week.
5	<b>Agency/Group/Organization</b>	ALLENTOWN RESCUE MISSION
	<b>Agency/Group/Organization Type</b>	Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided information during proposal review week on homelessness. Participates in LVRHAB.

6	<b>Agency/Group/Organization</b>	BAUM SCHOOL OF ART
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Education
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided information during proposal review week regarding youth and education.
7	<b>Agency/Group/Organization</b>	THE BOYS AND GIRLS CLUB OF ALLENTOWN
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Recreation & Education
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided information on youth and education during proposal review week.
8	<b>Agency/Group/Organization</b>	ALLIANCE HALL
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Health Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Recreation & Education

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided information on youth and education during proposal review week.
9	<b>Agency/Group/Organization</b>	City of Allentown
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Health Services-Education Health Agency Other government - Local Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Public Infrastructure
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participates in LVRHAB discussions, fair housing consortium and other ad hoc discussions regarding use of federal funds
10	<b>Agency/Group/Organization</b>	Community Action Committee of the Lehigh Valley, Inc.
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-homeless Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Economic Development

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided information during proposal review week.
11	<b>Agency/Group/Organization</b>	COMMUNITY ACTION DEVELOPMENT CORPORATION OF ALLENTOWN
	<b>Agency/Group/Organization Type</b>	Services-Employment Business Leaders Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided information during proposal review week.
12	<b>Agency/Group/Organization</b>	COMMUNITY BIKE WORKS
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Recreation & Education
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided information about youth during proposal review week.

13	<b>Agency/Group/Organization</b>	GRACE MONTESSORI SCHOOL
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Education
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided information about youth during proposal review week.
14	<b>Agency/Group/Organization</b>	Habitat for Humanity of the Lehigh Valley
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Rehabilitation
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided information during proposal review week.
15	<b>Agency/Group/Organization</b>	HOUSING ASSOCIATION AND DEVELOPMENT CORPORATION
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Education & Rehabilitation

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided information on affordable housing during proposal review week. Participates in LVRHAB.
16	<b>Agency/Group/Organization</b>	Lehigh Conference of Churches
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided information during proposal review week. Participates in LVRHAB.
17	<b>Agency/Group/Organization</b>	Lehigh Valley Center for Independent Living
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homelessness Needs - Veterans Non-Homeless Special Needs

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided information during proposal review week. Participates in LVRHAB.
18	<b>Agency/Group/Organization</b>	Lehigh Valley Workforce Development Board, Inc.
	<b>Agency/Group/Organization Type</b>	Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided information during proposal review week.
19	<b>Agency/Group/Organization</b>	The Literacy Center
	<b>Agency/Group/Organization Type</b>	Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development Education
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided information during proposal review week.
20	<b>Agency/Group/Organization</b>	ALLENTOWN NEIGHBORHOOD HOUSING SERVICES, INC
	<b>Agency/Group/Organization Type</b>	Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing



	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided information during proposal review week.
21	<b>Agency/Group/Organization</b>	Pinebrook Family Answers
	<b>Agency/Group/Organization Type</b>	Housing Services-Children Services-Victims of Domestic Violence Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Families with children
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Transitional housing for women who are leaving Lehigh County prison. Reunification with children. Provided information in their proposal for funding regarding the importance of family reunification after incarceration. Through this program, Pinebrook intends to serve at least 5 women and their children.
22	<b>Agency/Group/Organization</b>	The Salvation Army
	<b>Agency/Group/Organization Type</b>	Services-Children Services-homeless Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Education
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided information during proposal review week. Participates in LVRHAB.

23	<b>Agency/Group/Organization</b>	ST. LUKE'S NEIGHBORHOOD CENTER
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Education
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided information during proposal review week.
24	<b>Agency/Group/Organization</b>	Valley Youth House
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided information during proposal review week. Participates in LVRHAB.
25	<b>Agency/Group/Organization</b>	Youth Education in the Arts
	<b>Agency/Group/Organization Type</b>	Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Education

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided information during proposal review week.
26	<b>Agency/Group/Organization</b>	City of Bethlehem
	<b>Agency/Group/Organization Type</b>	Service-Fair Housing Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participates in LVRHAB discussions, fair housing consortium and other ad hoc discussions regarding use of federal funds
27	<b>Agency/Group/Organization</b>	City of Allentown
	<b>Agency/Group/Organization Type</b>	Services-Health Health Agency Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Lead-based Paint Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Allentown Health Bureau partners with other City Bureaus to address lead based paint issues in children along with other issues.

28	<b>Agency/Group/Organization</b>	Allentown Housing Authority
	<b>Agency/Group/Organization Type</b>	Housing PHA Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided information on public housing needs and ways to address those needs.
29	<b>Agency/Group/Organization</b>	LEHIGH COUNTY
	<b>Agency/Group/Organization Type</b>	PHA Services-homeless Services-Health Child Welfare Agency Other government - County
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Participates in LVRHAB discussions, fair housing consortium and other ad hoc discussions regarding use of federal funds.

**Identify any Agency Types not consulted and provide rationale for not consulting**

The City of Allentown has a comprehensive citizen participation process designed to be open and encouraging to all agency types. There was one agency types which was not consulted during the process. Publicly funded institution. The reason for not reaching out was do to the short timeframe between grant years. However we are actively trying to make contact with these agencies.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Lehigh Valley Regional Homeless Advisory Board	As an active participant of the LVRHAB, the City's strategies correspond to the work of the LVRHAB and its goals align.

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

The City of Allentown's non-profits and interested organizations provide much input during the entire program year and willingly participate in describing the needs in the community and those they serve during proposal review, and monthly LVRHAB meetings.

## **AP-12 Participation – 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

Citizen participation in the development of the Annual Action Plan for the period January 1, 2018 through December 31, 2018 was encouraged through participation in the public hearings, public meetings, and City Council review.

On September 5, 2017 a call for applications was made in the local newspaper and solicited through outreach to the community. Along with the announcement of applications, the City provided opportunity to the entire public through hearings that would be held on September 12, 2017. In attendance were five local stakeholders. Applications were received and reviewed in October of 2017 and a conditional approval letter was sent to agencies that would receive funding.

#### **Spring 2018**

On June 2, 2018 a draft of the Annual Action Plan was made public through a publication in The Morning Call. In addition public hearings were announced to be held at 10:00 am and 5:00 pm on June 14, 2018. The hearings were held in City Council Chambers, First Floor, City Hall, 435 Hamilton Street, Allentown PA. There was no attendance for either session.

On June 6, 2018, the Consolidated Grants Program Legislation was introduced at the City Council Meeting. To follow a discussion was held during a Community and Economic Development Committee meeting which was held on June 13, 2018. City Council at a public meeting ratified the Annual Action Plan on June 20, 2018.

The public was able to provide comment on the Annual Action Plan from June 2, 2018 through July 2, 2018.

On August 4, 2018, the City of Allentown republished its Action Plan to supply additional comment period. There were no comments that were made after the second publish.

### Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	<p>September 5, 2017 - 5 stakeholders, discussion on after school activities for children and affordable housing.</p>	<p>No comments were received.</p>	<p>N/A</p>	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Hearing	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	June 14, 2018 - no one attended	No comments were received.	N/A	



Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Meeting	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	June 6, 2018 - introduction at City Council	No comments were received.	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Public Meeting	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	June 13, 2018	No comments received	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Public Meeting	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	June 20, 2018	No Comments Received	N/A	

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

The City of Allentown received our allocation letter on May 1, 2018. The City will be receiving \$2,289,483 in Community Development Block Grant (CDBG) Program funds, \$949,494 in HOME Investment Partnerships Program (HOME) funds and \$189,753 in Emergency Solutions Grant Program (ESG) funds.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	2,289,483	0	0	2,289,483	4,600,000	Amount for remainder of Con Plan is estimated as 2 times the 2018 allocation.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	949,494	0	0	949,494	1,900,000	Amount for remainder of Con Plan is estimated as 2 times the 201 allocation.
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	0	0	0	0	0	The City does not receive these funds- the Commonwealth of PA administers them.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	189,753	0	0	189,753	380,000	Amount for remainder of Con Plan is estimated as 2 times the 2018 allocation.

**Table 5 - Expected Resources – Priority Table**

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

The federal CDBG, and HOME funds are intended to provide viable communities with low and moderate-income households, to include decent housing, a suitable living environment, and expanded economic opportunities. Eligible activities include community facility improvements, housing rehabilitation and preservation, affordable housing development activities, public services, economic development, planning and administration. The City will partner with other public agencies, non-profit agencies and for-profit housing developers, when feasible, to leverage resources and maximize outcomes in housing and community development. The Allentown Economic Development Corporation and the City of Allentown have utilized a wide range of grant programs to leverage federal and state funds. In addition, the City strongly encourages private developers and non-profit agencies to participate in community revitalization efforts, especially in the development of affordable housing. These groups may access such funding sources as the Federal Home Loan Bank or the Low-Income Housing Tax Credit Programs to supplement other resources in developing affordable housing for low income and special needs populations. Allentown will continue to leverage funds from the Pennsylvania Housing Finance Agency, Pennsylvania Department of Community and Economic Development and other

agencies to address a variety of community development needs.

The City will require a 25% Match for all HOME allocations provided to agencies and their programs. The City will accurately document resources as it pertains to agencies and their programs.

For the Emergency Solutions Grant Program, the City's sub-recipients far exceed the match requirement by raising funding for their program through a variety of sources including public and private grant and foundation funding along with community contributions and fundraising. The City's ESG subrecipients far exceed the 100% match requirement.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

Not applicable.

### **Discussion**

The City frequently meets with its community development community partners and agencies to plan and implement a variety of revitalization efforts within the City, some funded with the federal dollars described in this plan, other activities funded by private entities.



## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Housing Rehabilitation Programs for LMI Homeowners	2015	2019	Affordable Housing	Citywide	Affordable Housing: Rental and Homeownership	CDBG: \$60,000	Public service activities for Low/Moderate Income Housing Benefit: 0 Households Assisted Facade treatment/business building rehabilitation: 0 Business Homeowner Housing Rehabilitated: 7 Household Housing Unit Buildings Demolished: 0 Buildings Housing Code Enforcement/Foreclosed Property Care: 5 Household Housing Unit
2	Affordable Housing/Owner Occupied Housing	2015	2019	Affordable Housing	Citywide	Affordable Housing: Rental and Homeownership	HOME: \$100,000	Homeowner Housing Rehabilitated: 1 Household Housing Unit Buildings Demolished: 0 Buildings Housing Code Enforcement/Foreclosed Property Care: 0 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Affordable Housing/Rental	2015	2019	Affordable Housing	Citywide	Affordable Housing: Rental and Homeownership	HOME: \$754,545	Rental units rehabilitated: 30 Household Housing Unit Housing Code Enforcement/Foreclosed Property Care: 10 Household Housing Unit
4	Homeless Support Activities	2015	2019	Homeless	Citywide	Homelessness	ESG: \$175,522	Tenant-based rental assistance / Rapid Rehousing: 6 Households Assisted Homeless Person Overnight Shelter: 2500 Persons Assisted
5	Economic Development/Job Creation	2015	2019	Economic Development	Citywide	Economic Development Opportunities	CDBG: \$40,000	Jobs created/retained: 16 Jobs
6	Public Infrastructure Improvements	2015	2019	Non-Housing Community Development	Citywide	Non Housing Community Development	CDBG: \$1,258,771	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 600 Persons Assisted Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 0 Households Assisted Other: 2 Other
7	Public Safety Goals	2015	2019	Public Safety	Citywide	Non Housing Community Development	CDBG: \$245,315	Buildings Demolished: 2 Buildings Housing Code Enforcement/Foreclosed Property Care: 0 Household Housing Unit Other: 5 Other

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
8	Special Needs Goals (Non-Homeless)	2015	2019	Non-Homeless Special Needs	Citywide	Public Services (Non - Homeless Special Needs)	CDBG: \$20,000	Public service activities other than Low/Moderate Income Housing Benefit: 70 Persons Assisted Public service activities for Low/Moderate Income Housing Benefit: 0 Households Assisted
9	Public Services	2015	2019	Public Services	Citywide	Public Services (Non - Homeless Special Needs)	CDBG: \$157,500	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 0 Households Assisted Public service activities other than Low/Moderate Income Housing Benefit: 638 Persons Assisted Public service activities for Low/Moderate Income Housing Benefit: 0 Households Assisted Facade treatment/business building rehabilitation: 0 Business Homeless Person Overnight Shelter: 10 Persons Assisted Overnight/Emergency Shelter/Transitional Housing Beds added: 0 Beds Homelessness Prevention: 10 Persons Assisted Jobs created/retained: 0 Jobs

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
10	Planning and Administration	2015	2019	Planning and Administration	Citywide	Affordable Housing: Rental and Homeownership Homelessness Non Housing Community Development Public Services (Non - Homeless Special Needs) Economic Development Opportunities	CDBG: \$507,897 HOME: \$94,949 ESG: \$14,231	Other: 8 Other

Table 6 – Goals Summary

## Goal Descriptions

1	Goal Name	Housing Rehabilitation Programs for LMI Homeowners
	Goal Description	
2	Goal Name	Affordable Housing/Owner Occupied Housing
	Goal Description	
3	Goal Name	Affordable Housing/Rental
	Goal Description	

4	Goal Name	Homeless Support Activities
	Goal Description	
5	Goal Name	Economic Development/Job Creation
	Goal Description	
6	Goal Name	Public Infrastructure Improvements
	Goal Description	
7	Goal Name	Public Safety Goals
	Goal Description	
8	Goal Name	Special Needs Goals (Non-Homeless)
	Goal Description	
9	Goal Name	Public Services
	Goal Description	
10	Goal Name	Planning and Administration
	Goal Description	

## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

With input from a variety of stakeholders, with data from a variety of sources, including the Center City Initiative, and with hands-on experience in front-line services to the most vulnerable populations in the City, Allentown plans a mix of activities in FY 2018 to address a wide range of challenges for those populations. Infrastructure improvements, housing rehab, recreation facilities and programming and support for area business are just some of the approaches to improving neighborhoods, houses and, most importantly, families in Allentown.

#### Projects

#	Project Name
1	Property Acquisition & Disposition and Management
2	Demolition
3	Facade Grant
4	Hazard Elimination Loan Program
5	Program Delivery
6	Youth Recreation Program - YMCA
7	P.L.A.C.E. - LVCIL
8	English to Speakers of Other Languages - Literacy Center
9	Daybreak - Lehigh Conference of Churches
10	Scholarship Program - Grace Montessori
11	Xcape Dance Program - YEA!
12	CIS Career Supports @ LCTI - Communities in School
13	Community Action Financial Services - CACLV
14	Home Ownership Outreach Program - NHS
15	Make Your M.A.R.K. - BGCA
16	Elementary Program - Neighborhood Center
17	Earn-A-Bike - Community Bike Works
18	Summer Reading - Allentown Public Library
19	Youth Enrichment - The Salvation Army
20	Transitional Housing - Pinebrook Family Answers
21	Alliance Summer Recreation - Alliance Hall of Allentown, Inc.
22	Great Beginnings - Valley Youth House

#	Project Name
23	Allentown Employment and Training Center - Workford Development Board of the LV
24	YouthBuild Allentown - HADC (education)
25	Neighborhood Public Improvements
26	ADA Curb Cuts
27	Allentown Area Ecumenical Food Bank - Alliance Hall
28	Allentown YMCA - Rehabilitation
29	Valania Park - Parks & Recreation
30	Jordan Creek Greenway - Parks & Recreation
31	Start Your Business - CADCA
32	CDBG Program Administration
33	Retail Mosaic - Rising Tide
34	Community Housing Development Organization
35	YouthBuild - HADC
36	HOME Administration
37	CACLV
38	Allentown Community Revitalization Corporation
40	Emergency Solutions Grants

**Table 7 - Project Information**

**Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

In allocating CDBG and HOME funds, the City endeavored to fund activities that were deemed to have the greatest benefit to residents in a timely, efficient manner. The aim was to provide benefits in coordination with other support structures so as to avoid redundancy.

The primary obstacle to meeting underserved needs is the limited resources available to address identified priorities. When feasible, the City of Allentown partners with other public agencies and nonprofit organizations to leverage resources and maximize outcomes involving housing and community development activities. In addition, several other obstacles to meeting underserved needs include:

Increased need for affordable housing and supportive services resulting from economic downturn - while budgets for projects are generally stretched in good economic conditions, the recent economic downturn has exacerbated these issues and concerns.

The City will continue to use federal funds for housing programs, including homeownership, to aid low- and moderate-income homeowners. Further, the City will continue to fund microenterprise and economic development initiatives that bring jobs to city residents.



**AP-38 Project Summary**  
**Project Summary Information**

1	<b>Project Name</b>	Property Acquisition & Disposition and Management
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Public Safety Goals
	<b>Needs Addressed</b>	Non Housing Community Development
	<b>Funding</b>	CDBG: \$200,000
	<b>Description</b>	Acquire, conduct property management, and disposal of blight properties throughout City.
	<b>Target Date</b>	6/1/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	At least 10 blight properties will be acquired throughout this project. It is estimated that five will be demolished and five will be cleaned out for disposal to non-profit agencies for the rehab into rental or homeownership. It is estimated five low-income families will benefit.
	<b>Location Description</b>	Citywide.
	<b>Planned Activities</b>	In partnership with the Redevelopment authority, Acquisition and disposition of vacant and blighted properties.
2	<b>Project Name</b>	Demolition
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Public Safety Goals
	<b>Needs Addressed</b>	Non Housing Community Development
	<b>Funding</b>	CDBG: \$45,315
	<b>Description</b>	Demolition of vacant and/or blighted buildings.
	<b>Target Date</b>	6/1/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that two housing units will be demolished.
	<b>Location Description</b>	Citywide.
	<b>Planned Activities</b>	Two vacant/blight housing units will be demolished.
3	<b>Project Name</b>	Facade Grant
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Housing Rehabilitation Programs for LMI Homeowners
	<b>Needs Addressed</b>	Affordable Housing: Rental and Homeownership

	<b>Funding</b>	CDBG: \$50,000
	<b>Description</b>	Rehabilitation of two low-income, owner-occupied residential properties.
	<b>Target Date</b>	6/1/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Two low-income families will benefit from this project.
	<b>Location Description</b>	Citywide.
	<b>Planned Activities</b>	Facade rehabilitation for two low-income housing units.
<b>4</b>	<b>Project Name</b>	Hazard Elimination Loan Program
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Housing Rehabilitation Programs for LMI Homeowners
	<b>Needs Addressed</b>	Affordable Housing: Rental and Homeownership
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	Elimination of conditions detrimental to health or safety within owner-occupied properties.
	<b>Target Date</b>	6/1/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It's estimated that five low-income families will benefit from this project.
	<b>Location Description</b>	Citywide.
	<b>Planned Activities</b>	Loan program associated with code enforcement.
<b>5</b>	<b>Project Name</b>	Program Delivery
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Planning and Administration
	<b>Needs Addressed</b>	Non Housing Community Development
	<b>Funding</b>	CDBG: \$50,000
	<b>Description</b>	Salaries, fringe benefits and program delivery costs for four employees to carry out the activities previously listed for the City's Bureau of Building Standards and Safety.
	<b>Target Date</b>	6/1/2019

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Four employees with the City.
	<b>Location Description</b>	Citywide.
	<b>Planned Activities</b>	Program Operations for City of Allentown, Bureau of Building Standards and Safety.
<b>6</b>	<b>Project Name</b>	Youth Recreation Program - YMCA
	<b>Target Area</b>	Center City Initiative Program Area
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services (Non - Homeless Special Needs)
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	Youth after-school recreation program for children in the CCI.
	<b>Target Date</b>	6/1/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that over fifty low income individuals will be served in this program.
	<b>Location Description</b>	Citywide.
	<b>Planned Activities</b>	After-school recreation program for youth.
<b>7</b>	<b>Project Name</b>	P.L.A.C.E. - LVCIL
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Special Needs Goals (Non-Homeless)
	<b>Needs Addressed</b>	Affordable Housing: Rental and Homeownership
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	People living in accessible community environments program advances the ability of persons with disabilities to live independently and productively in affordable and accessible housing.
	<b>Target Date</b>	6/1/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that over twenty disabled, low-income individuals will be served.

	<b>Location Description</b>	Citywide.
	<b>Planned Activities</b>	Assistance finding accessible and affordable housing for disabled low-income persons.
<b>8</b>	<b>Project Name</b>	English to Speakers of Other Languages - Literacy Center
	<b>Target Area</b>	Center City Initiative Program Area
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services (Non - Homeless Special Needs)
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	Teaches basic reading and writing skills, and develops the ability to speak English.
	<b>Target Date</b>	6/1/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that over fifty low-income individuals will be served in this project.
	<b>Location Description</b>	Citywide.
	<b>Planned Activities</b>	Teaches basic reading and writing skills, and develops the ability to speak English.
<b>9</b>	<b>Project Name</b>	Daybreak - Lehigh Conference of Churches
	<b>Target Area</b>	Center City Initiative Program Area
	<b>Goals Supported</b>	Special Needs Goals (Non-Homeless) Public Services
	<b>Needs Addressed</b>	Public Services (Non - Homeless Special Needs)
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	Adult drop-in center for the mentally ill and those recovering from addictions, providing services such as meals, support, counseling, and recreation in a protective environment.
	<b>Target Date</b>	6/1/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that at least fifty low-income persons will be served.
	<b>Location Description</b>	Citywide.

	<b>Planned Activities</b>	Day services for persons with disabilities and addiction recovery.
<b>10</b>	<b>Project Name</b>	Scholarship Program - Grace Montessori
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services (Non - Homeless Special Needs)
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	Scholarships for low income children ages three to six.
	<b>Target Date</b>	6/1/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This project serves up to eight low-income families.
	<b>Location Description</b>	Citywide.
	<b>Planned Activities</b>	Scholarship fund for elementary school students. Integrated learning classroom. Provides education to individuals within CCI who do not have the funds and want alternative to public school.
<b>11</b>	<b>Project Name</b>	Xcape Dance Program - YEA!
	<b>Target Area</b>	Center City Initiative Program Area
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services (Non - Homeless Special Needs)
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	After school dance program for CCI youth.
	<b>Target Date</b>	6/1/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that at least thirty low-income CCI youth will be served.
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	After school dance program for youth.
<b>12</b>	<b>Project Name</b>	CIS Career Supports @ LCTI - Communities in School
	<b>Target Area</b>	Center City Initiative Program Area
	<b>Goals Supported</b>	Public Services

	<b>Needs Addressed</b>	Public Services (Non - Homeless Special Needs)
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	In school job training services.
	<b>Target Date</b>	6/1/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that ten low-income youth will be served.
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Helps to assist studnts overcoming barriers and attain job skills.
<b>13</b>	<b>Project Name</b>	Community Action Financial Services - CACLV
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services (Non - Homeless Special Needs)
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	Homeownership counseling to low and moderate income homebuyers.
	<b>Target Date</b>	6/1/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that over 100 persons will attend seminar on homebuying process and at least 10 will receive individual homebuying counseling.
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Planned group seminars and one-on-one homebuying counseling.
<b>14</b>	<b>Project Name</b>	Home Ownership Outreach Program - NHS
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services (Non - Homeless Special Needs)
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	Individual homeownership counseling program to assist low- and moderate-income persons.
	<b>Target Date</b>	6/1/2019

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that at least ten low- and moderate-income families will be served.
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Homeownership counseling.
<b>15</b>	<b>Project Name</b>	Make Your M.A.R.K. - BGCA
	<b>Target Area</b>	Center City Initiative Program Area
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services (Non - Homeless Special Needs)
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	Motivational learning and tutoring program for low- and moderate-income youth to be offered at the Teen Services Center.
	<b>Target Date</b>	6/1/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that at least fifty CCI youth will be served.
	<b>Location Description</b>	Citywide
<b>16</b>	<b>Planned Activities</b>	After-school tutoring and homework help. Additional life-skill building.
	<b>Project Name</b>	Elementary Program - Neighborhood Center
	<b>Target Area</b>	Center City Initiative Program Area
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services (Non - Homeless Special Needs)
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	Provides structured programs for low- and moderate-income youth in the Seventh Street Neighborhood.
	<b>Target Date</b>	6/1/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated fifty CCI youth will be served.
	<b>Location Description</b>	Citywide



	<b>Planned Activities</b>	Afterschool homework help and additional reading, writing, and math skill building.
<b>17</b>	<b>Project Name</b>	Earn-A-Bike - Community Bike Works
	<b>Target Area</b>	Center City Initiative Program Area
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services (Non - Homeless Special Needs)
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	Extensive bicycle mechanics and safety program for low- and moderate-income youth, ages 9-17.
	<b>Target Date</b>	6/1/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that at least twenty youth will fully participate.
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Teaches bicycle mechanics and safety to CCI youth. Full participation earns youth a bike.
<b>18</b>	<b>Project Name</b>	Summer Reading - Allentown Public Library
	<b>Target Area</b>	Center City Initiative Program Area
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services (Non - Homeless Special Needs)
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	Summer reading program for low- and moderate-income students.
	<b>Target Date</b>	6/1/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that at least 100 CCI youth will be served.
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Summer reading program for youth. The Allentown Public Library encourages the reading of 10+ books from 100 unduplicated youth.
<b>19</b>	<b>Project Name</b>	Youth Enrichment - The Salvation Army
	<b>Target Area</b>	Center City Initiative Program Area

	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services (Non - Homeless Special Needs)
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	After school education and recreation program for youth.
	<b>Target Date</b>	6/1/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that at least fifty CCI youth will participate.
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	After school program where CCI youth are able to work on reading skills and fitness skills.
<b>20</b>	<b>Project Name</b>	Transitional Housing - Pinebrook Family Answers
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services (Non - Homeless Special Needs)
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	Provision of ongoing supportive services to low- and moderate -income women working their way out of the criminal justice system and women at risk of criminal behavior.
	<b>Target Date</b>	6/1/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that at least ten women will be assisted integrating back into society from incarceration.
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Integration of former incarcerated women and reunification with children.
<b>21</b>	<b>Project Name</b>	Alliance Summer Recreation - Alliance Hall of Allentown, Inc.
	<b>Target Area</b>	Center City Initiative Program Area
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services (Non - Homeless Special Needs)
	<b>Funding</b>	CDBG: \$7,500

	<b>Description</b>	Summer program including recreation, lunch, and health promotion for CCI children ages 6-12.
	<b>Target Date</b>	6/1/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that over 100 CCI youth will be served.
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Youth summer recreation program for CCI youth - Central Elementary.
<b>22</b>	<b>Project Name</b>	Great Beginnings - Valley Youth House
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Homeless Support Activities Public Services
	<b>Needs Addressed</b>	Public Services (Non - Homeless Special Needs)
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	A program which provides housing and services to pregnant and parenting homeless women, ages 16-21.
	<b>Target Date</b>	6/1/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that up to ten homeless women and their children will be served.
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Housing and case management services to women ages 16-21 with their children.
<b>23</b>	<b>Project Name</b>	Allentown Employment and Training Center - Workford Development Board of the LV
	<b>Target Area</b>	Center City Initiative Program Area
	<b>Goals Supported</b>	Economic Development/Job Creation
	<b>Needs Addressed</b>	Public Services (Non - Homeless Special Needs)
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	Pram to assist CCI residents find jobs.
	<b>Target Date</b>	6/1/2019

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that at least ten jobs will be found for individuals who participate in this program.
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Resume building, job search, job training, & interview practice.
<b>24</b>	<b>Project Name</b>	YouthBuild Allentown - HADC (education)
	<b>Target Area</b>	Center City Initiative Program Area
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services (Non - Homeless Special Needs)
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	GED classes for HS drop-outs enrolled in program.
	<b>Target Date</b>	6/1/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 10-15 CCI persons will be served.
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	GED classes for 10-15 persons, including skill/job training for housing construction.
<b>25</b>	<b>Project Name</b>	Neighborhood Public Improvements
	<b>Target Area</b>	Center City Initiative Program Area
	<b>Goals Supported</b>	Public Infrastructure Improvements Public Safety Goals
	<b>Needs Addressed</b>	Non Housing Community Development
	<b>Funding</b>	CDBG: \$460,771
	<b>Description</b>	Street lighting, 7th St. and Turner.
	<b>Target Date</b>	6/1/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that the City will be able to serve over one-hundred households living on and around 7th Street and Turner.
	<b>Location Description</b>	Citywide

	<b>Planned Activities</b>	Pedestrian lighting along 7th street and Turner street.
<b>26</b>	<b>Project Name</b>	ADA Curb Cuts
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Public Infrastructure Improvements Public Safety Goals
	<b>Needs Addressed</b>	Non Housing Community Development
	<b>Funding</b>	CDBG: \$500,000
	<b>Description</b>	ADA compliance for ramps and curbs.
	<b>Target Date</b>	6/1/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that this will serve over three hundred households Citywide.
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	ADA compliance for ramps and curbs.
<b>27</b>	<b>Project Name</b>	Allentown Area Ecumenical Food Bank - Alliance Hall
	<b>Target Area</b>	Center City Initiative Program Area
	<b>Goals Supported</b>	Public Infrastructure Improvements
	<b>Needs Addressed</b>	Public Services (Non - Homeless Special Needs)
	<b>Funding</b>	CDBG: \$5,000
	<b>Description</b>	Rehabilitation of CCI food bank flooring.
	<b>Target Date</b>	6/1/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that over 20,000 persons were served in the last year.
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Rehabilitation of flooring inside Ecumenical Food Bank pantry area.
<b>28</b>	<b>Project Name</b>	Allentown YMCA - Rehabilitation
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Public Infrastructure Improvements
	<b>Needs Addressed</b>	Non Housing Community Development

	<b>Funding</b>	CDBG: \$153,000
	<b>Description</b>	Upgrade and remodel of deteriorating recreational facility.
	<b>Target Date</b>	6/1/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that over 200 CCI families will be served through the rehabilitation of this program.
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	This is a three year project, up to \$400,000 will be invested in the rehabilitation of the local YMCA.
29	<b>Project Name</b>	Valania Park - Parks & Recreation
	<b>Target Area</b>	Center City Initiative Program Area
	<b>Goals Supported</b>	Public Infrastructure Improvements Public Safety Goals
	<b>Needs Addressed</b>	Non Housing Community Development
	<b>Funding</b>	CDBG: \$90,000
	<b>Description</b>	Public park remodel.
	<b>Target Date</b>	6/1/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that over 100 families around Valania will directly benefit by this remodel.
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Remodel of Valania Park, off of Union St. in the CCI.
30	<b>Project Name</b>	Jordan Creek Greenway - Parks & Recreation
	<b>Target Area</b>	Center City Initiative Program Area
	<b>Goals Supported</b>	Public Infrastructure Improvements Public Safety Goals
	<b>Needs Addressed</b>	Non Housing Community Development
	<b>Funding</b>	CDBG: \$50,000
	<b>Description</b>	Connecting trails of City Parks in Allentown.
	<b>Target Date</b>	6/1/2019

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that over 100 households will directly benefit from the project.
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	This is a connection of a public trailway from Jordan Creek Park to Linden St., along the Little Lehigh.
<b>31</b>	<b>Project Name</b>	Start Your Business - CADCA
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Economic Development/Job Creation
	<b>Needs Addressed</b>	Economic Development Opportunities
	<b>Funding</b>	CDBG: \$25,000
	<b>Description</b>	A series of weekly classes which prospective entrepreneurs will learn to start and run a micro-enterprise.
	<b>Target Date</b>	6/1/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that at least twenty CCI will complete the class cohort successfully and at least five will create/retain a job.
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	A series of weekly classes which prospective entrepreneurs will learn to start and run a micro-enterprise.  CADCA's technical assistance is provided to individuals that may include former Start Your Business students, existing City businesses owned by low to moderate-income entrepreneurs, or low- to moderate-income entrepreneurs who want to start their own business in the City of Allentown.
<b>32</b>	<b>Project Name</b>	CDBG Program Administration
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Planning and Administration
	<b>Needs Addressed</b>	Non Housing Community Development Public Services (Non - Homeless Special Needs) Economic Development Opportunities
	<b>Funding</b>	CDBG: \$457,897

	<b>Description</b>	A portion of salaries and fringe benefits of six employees, operating costs for overall program management, coordination, monitoring, and evaluation.
	<b>Target Date</b>	6/1/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Six employees
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Operating Costs for CDBG.
<b>33</b>	<b>Project Name</b>	Retail Mosaic - Rising Tide
	<b>Target Area</b>	Center City Initiative Program Area
	<b>Goals Supported</b>	Economic Development/Job Creation
	<b>Needs Addressed</b>	Economic Development Opportunities
	<b>Funding</b>	CDBG: \$5,000
	<b>Description</b>	New Business Loan Program.
	<b>Target Date</b>	6/1/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It's estimated that one job will be created.
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Loan program for new business.
<b>34</b>	<b>Project Name</b>	Community Housing Development Organization
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Affordable Housing/Rental
	<b>Needs Addressed</b>	Affordable Housing: Rental and Homeownership
	<b>Funding</b>	HOME: \$142,424
	<b>Description</b>	TBD
	<b>Target Date</b>	6/1/2020



	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that at least one family will benefit from this CHDO activity.
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	TBD
<b>35</b>	<b>Project Name</b>	YouthBuild - HADC
	<b>Target Area</b>	Center City Initiative Program Area
	<b>Goals Supported</b>	Affordable Housing/Owner Occupied Housing
	<b>Needs Addressed</b>	Affordable Housing: Rental and Homeownership
	<b>Funding</b>	HOME: \$100,000
	<b>Description</b>	Completion of two properties, 418 & 418.5 Turner St.
	<b>Target Date</b>	6/1/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that two families will benefit from the completion of this project.
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Complete rehabilitation of 418 & 418.5 Turner Streets to be sold to owner-occupied families.
<b>36</b>	<b>Project Name</b>	HOME Administration
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Planning and Administration
	<b>Needs Addressed</b>	Affordable Housing: Rental and Homeownership
	<b>Funding</b>	HOME: \$94,949
	<b>Description</b>	Cost of overall program management, coordination, monitoring, and evaluation.
	<b>Target Date</b>	6/1/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Six City employees
	<b>Location Description</b>	Citywide

	<b>Planned Activities</b>	Cost of overall program management, coordination, monitoring, and evaluation.
<b>37</b>	<b>Project Name</b>	CACLV
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Affordable Housing/Owner Occupied Housing
	<b>Needs Addressed</b>	Affordable Housing: Rental and Homeownership
	<b>Funding</b>	HOME: \$213,848
	<b>Description</b>	Construction of affordable, low-income family residential rental units.
	<b>Target Date</b>	6/1/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that at least twenty households will benefit from this project.
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Construction of rental units.
<b>38</b>	<b>Project Name</b>	Allentown Community Revitalization Corporation
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Affordable Housing/Rental
	<b>Needs Addressed</b>	Affordable Housing: Rental and Homeownership
	<b>Funding</b>	HOME: \$398,273
	<b>Description</b>	Operating Costs, creation of a land bank.
	<b>Target Date</b>	6/1/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that at least five families will benefit from this project.
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Creation of a Land Bank, with up to five units acquired and secured.
<b>39</b>	<b>Project Name</b>	Emergency Solutions Grants
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Homeless Support Activities Planning and Administration

	<b>Needs Addressed</b>	Homelessness
	<b>Funding</b>	ESG: \$189,753
	<b>Description</b>	Shelter operational costs.Rapid Re-housingAdministration
	<b>Target Date</b>	6/1/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	<p>It is estimated that the Shelters will provide over 50,000 bed nights to homeless.</p> <p>It is estimated that 6 households will benefit from Rapid Re-Housing.</p> <p>6 City Employees.</p>
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	<p>Allentown Rescue Mission</p> <p>Sixth Street Shelter</p> <p>The Salvation Army, Hospitality House</p> <p>The Warming Station</p> <p>Lehigh Conference of Churches - Rapid Re-housing</p> <p>6 City Employees.</p>

## **AP-50 Geographic Distribution – 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

The activities typically undertaken with CDBG, ESG, and HOME funds occur within the Center City Initiative Area (CCI) of the City, which is also based on the income eligibility of residents and areas where the percentage of low and moderate-income (IMI) people is 51% or higher. Given the majority of the City is deemed below the 51%, several projects, specifically infrastructure (ADA Curb Cuts & Parks) are beginning to reach CCI boundaries. Safe and affordable housing will be looked at City wide, including with the acquisition and clean out of blight properties that will be designated for demo or disposition.

The City has established a priority area for the FY2015-2020 Consolidated Plan. The area is outlined in the Safe and Healthy Neighborhoods: The Center City Initiative report, included in the Grantee Unique Appendices. The “Center City Initiative” is defined by the area generally perceived to comprise Center City Allentown but more significantly by the existing programs and initiatives currently underway. The program area is shown on Map 1 in the Consolidated Plan report and encompasses the following communities: Jordan Heights; 7th Street Corridor; the Old Allentown and Old Fairgrounds Historic Districts; Hamilton District Main Street area and the Allentown Promise Neighborhood. The 2018 Annual Action Plan is in the fourth year of addressing priorities outlined in the Consolidated Plan.

The community as a whole, is intent on joining together to help support and ensure a shared success story. The downtown business community recognizes the importance of having strong neighboring communities to attract a stable customer base with discretionary income and an environment that feels safe and attractive.

The combination of actions to address housing, community development and homeless needs, as described in the Consolidated Plan, represent the City’s effort to meet under served needs through a coordinated, focused, and ranked program.

The system for establishing the priority for the selection of these projects in Allentown are predicated upon the following criteria:

- Meeting the statutory requirements of the CDBG, ESG, and HOME Programs;
- Meeting the needs of low and moderate income residents;
- Focusing on low and moderate income areas or neighborhoods in the Center City Initiative plan;
- Coordination and leveraging of resources;
- Response to expressed needs;
- Sustainability and/or long-term impact, and;
- The ability to demonstrate measurable progress and success.

The 2018 Annual Action Plan will encompass January 1, 2018 – December 31, 2018.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
Citywide	20
Center City Initiative Program Area	80

**Table 8 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

A majority of the projects are designated to the CCI, identified in the Consolidated Plan.

### **Discussion**

This is the fourth year of the City's Five-Year Consolidated Plan. A focus will continued being placed on work done in areas with the greatest need.

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

The City of Allentown expects to focus its CDBG and HOME entitlement funds towards improving the quality of life in city neighborhoods for extremely low, very low, and low-income households, and to preserve and increase the stock of affordable owner and renter housing units. The following objectives have been established:

- Expand homeownership – develop new homeownership opportunities through first-time homebuyer assistance, new construction, and substantial rehabilitation of blighted housing.
- Preserve existing housing – provide assistance to low-income homeowners to rehabilitate their homes to meet code standards.
- Expand rental housing – provide assistance to developers to construct new rental housing or conversion of non-residential facilities into housing.
- Support the actions of the City of Allentown Housing Authority to improve public housing.
- Support the actions of developers (non-profit and for-profit) seeking funds to develop housing to address the needs of people with disabilities and the elderly.
- Support the development of new permanent supportive housing for people who need more than just an apartment to end the cycle of homelessness.

In addition the the aforementioned objectives, the City is desperately looking to expand it's scope over the next year. We have a dire need for more non-profit contractors or developers. We have a dire need for CHDO eligible contractors and developers. As the housing stock of our City continue to age, we need to come up with a better plan to support low- and moderate- income families, address homelessness, and create better community unity.

- 

One Year Goals for the Number of Households to be Supported	
Homeless	5
Non-Homeless	5
Special-Needs	5
Total	15

**Table 9 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	10
The Production of New Units	0
Rehab of Existing Units	10
Acquisition of Existing Units	10
Total	30

**Table 10 - One Year Goals for Affordable Housing by Support Type**

## Discussion

The above goals are broken down as follows:

Homeless: 5 households through rental support

Non-Homeless: 5 households through rehabilitation/creation of rental units

Special Needs: 5 households through creation/rehabilitation of rental units.

Rental Assistance: 10 households

Production of New Units: As of right now, we do not have any programs to construct new units

Rehab of Existing Units - 10 households through Housing Rehab program

Acquisition of Existing Units: 10 to begin Land Bank

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

The Allentown Housing Authority (AHA) currently owns and manages 1,213 conventional public housing units, primarily within 14 separate developments located throughout the City of Allentown. These units are also scattered throughout the City. The major unmet need in the City of Allentown reported by AHA was for additional family housing units with a varied bedroom mix. Also, adequate on-site facilities for community programs are seen as a great need.

Public housing consists of 10 properties:

- 989 units
- 20 vacancies
- 10 HUD approved vacant properties

3 Rental Assistance Demonstration properties

- 229 units

1 Section 8 property

- 95 units
- 1,400 Section 8 vouchers are distributed annually

### **Actions planned during the next year to address the needs to public housing**

#### Goal I - Maintain housing and a suitable living environment by:

- Reducing public housing vacancies;
- Leveraging private or other public funds to create additional housing opportunities;
- Leveraging private or other public funds to preserve and extend the usable life of existing housing units;
- Utilize HUD programs, such as Rental Assistance Demonstration to stabilize housing funding for existing housing units.

#### Goal II - Improve the quality of assisted housing by:



Continuing to improve public housing management;

Continuing to improve housing choice voucher management;

Renovating or modernizing public housing units;

Demolishing or disposing of obsolete public housing;

Goal III - Increase assisted housing choices by:

Continuing outreach efforts to potential housing choice voucher landlords;

Implementing public housing or other homeownership programs; and

Utilize technology to keep the public informed about housing opportunities.

Goal IV = Provide an improved living environment by:

Designating developments or buildings for particular resident groups (elderly and/or people with disabilities);

Continuing efforts to reduce illegal drug activities and crime in the City of Allentown;

Continuing support for the Resident Council organizations;

Strengthen existing partnerships with community agencies and programs providing services to resident populations, and

Providing referrals to social service agencies as appropriate.

Goal V - Promote self-sufficiency and asset development of assisted households by:

Increasing the number and percentage of employed people in assisted families;

Providing or attracting supportive services to improve employability; and

Providing or attracting supportive services to increase independence for the elderly or families with disabilities.

Goal VI - Ensure equal opportunity and further fair housing by:

Undertaking affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, sexual orientation and/or disability; and

Undertaking affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, sexual orientation and/or disability.

**Actions to encourage public housing residents to become more involved in management and participate in homeownership**

The activities to be undertaken in FY2018 by the Housing Authority to increase the involvement of PHA residents in management include:

- Property managers meet with residents at each respective property to solicit input and Resident Advisory
- Once position on the Board of Commissioners is reserved for a resident, the board provides input on management activities.

**If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

N/A, however the City has communicated directly with PHA in our offices in an attempt to address the immediate housing crisis in our City. Specifically the affordability of stable rental units and owner-occupied housing.

**Discussion**

Plans addressed above.

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

The Eastern Pennsylvania Continuum of Care (CoC) is one of two regional efforts created by the Commonwealth of Pennsylvania to encompass non-entitlement portions of the state in order to receive homeless assistance from HUD. Within the region, the Lehigh Valley Regional Homeless Advisory Board (LVRHAB) encompasses Lehigh and Northampton Counties. The LVRHAB helps secure over \$4 million in competitive federal grants for the region, which provides homeless housing and support services.

The Eastern Pennsylvania CoC is currently an unincorporated organization, which serves as the primary decision-making group. Its responsibilities include ensuring representation of key stakeholders, setting the agenda for planning meetings, conducting the annual homeless single Point in Time (PIT) count, and overseeing the various subcommittees. In addition to the annual CoC application for funds, meetings are hosted to review programming, organize activities, and collect data to assist the elimination of homelessness.

The LVRHAB meets monthly and each meeting usually has over 30 active participants in attendance. Organizations serving homeless individuals and families, chronically homeless people, veterans, unaccompanied youth, people with special needs, and a wide variety of others actively participate in the LVRHAB.

As stated in a previous section, the HUD Grants Manager and/or the HUD Grants Monitor have been in attendance for every monthly meeting over the last year. In the last meeting, the local board discussed applying for at least \$500,000 for homeless assistance in our area.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The City funds 3 shelters and a Rapid Re-housing program. The HUD Grants Monitor has had a healthy dialogue with each shelter and is able to use the information provided by the shelters and LVRHAB to devise the best plan possible for the City. As HUD continues to focus their efforts on more permanent housing for individuals, the City plans to adjust funding allocations. Presently, all three shelters offer support services/case management, with the goals of job attainment/retainment and permanent housing. The City will continue to support the LVRHAB and directly the homeless population in the best

manner possible. in 2018 we are also going to work closely with the Allentown "Y" in finding a new shelter for the winter months and also work with our other agencies to find a more stable place for the homeless find comfort while trying to find jobs and also help them with health issues.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The shelters and transitional housing in Allentown:

Community Action Committee of the Lehigh Valley - 6th Street Shelter (ES)

Community Action Committee of Lehigh Valley- Turner St. Apartments (TH)

Salvation Army Emergency Shelter (ES)

Allentown Rescue Mission (ES)

Allentown Rescue Mission Christian Living and Values Transitional Program (TH)

Turning Point of the Lehigh Valley (Domestic Violence) (TH)

The Program for Women and Families, Inc. (TH)

Pinebrook Family Answers (TH)

Valley Youth House (TH)

In order to meet the City's Goals to participate in a regional effort to contribute to meeting the shelter and service needs of homeless residents of the City, to assist residents of the City in imminent danger of becoming homeless, and to assist residents in a continuum to find permanent housing, the City has budgeted \$189,753 from the FY 2018 Year Emergency Solutions Grant for shelter (three shelters) and rapid re-housing. Activities implemented by the City of Allentown, The CACLV Sixth Street Shelter, The Allentown Rescue Mission, The Salvation Army and the Lehigh Conference of Churches. The City anticipates assisting over 1000 people through the shelter assistance.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

Finding available, affordable units is the challenge most households face in their efforts to move from shelter or transitional to permanent housing. Housing supply is limited and is often priced higher than many households can afford. Affordable units may not be safe or meet minimum housing code standards. The City is working to address the availability and condition of affordable housing and provides a substantial amount of its CDBG and HOME funds to housing. Projects funded in 2018 include the Allentown Community Revitalization Corporation, Habit for Humanity of the Lehigh Valley, and Housing Association and Development Corporation – YouthBuild.

The LVRHAB encourages shelters and transitional housing providers to access the listing of affordable units on Pennsylvania Housing Finance Agency housing locator website. The LVRHAB will start to track the length of time households remain homeless and work to reduce that time. The LVRHAB hopes to qualify for a DCED grant of over \$500,000 to better combat the homeless issues throughout the Lehigh Valley.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

The LVRHAB is participating with other state CoCs through the PA Homeless Steering Committee to develop partnerships with state agencies that operate programs that discharge individuals to homelessness. Progress has been made with several agencies. Discharge planning by youth serving agencies includes steps to prepare youth for discharge from foster care and penal institutions. Mental health discharge is coordinated with the County Office of Mental Health. The Departments of Corrections and Public Welfare are working to implement a new protocol to ensure that those leaving penal institutions are enrolled in Medical Assistance through the COMPASS application process. This process also will tie into Food Stamps and cash assistance shortly. Discharge from health care is more difficult due to the special needs and short time frame involved in discharge. The PA Homeless Steering Committee is working with the Department of Health, Division of Acute and Ambulatory Care to research and establish protocols.

Projects funded in 2018 to help low income individuals and families avoid becoming homeless include: The Next Step to Success Program, Transitional Housing Program, Community Action Financial Services, Lehigh Valley Work Force, Community Action Development Committee of Allentown, and the Homeownership Outreach Program.

## **Discussion**

See above.

**AP-70 HOPWA Goals– 91.220 (I)(3)**

One year goals for the number of households to be provided housing through the use of HOPWA for:	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	0
Tenant-based rental assistance	0
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	0
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	0
Total	0

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

A property owner in the City of Allentown will pay real estate taxes to the City, Lehigh County, and the Allentown School District. Each governing body determines its own tax rate; the actual tax paid is based on this rate multiplied by the assessed value of the property. The assessed value of the property is determined by Lehigh County. The most recent assessment was completed in 1990.

Since the City is limited to a one-percent earned income tax under State law, it is heavily dependent upon the real estate tax for revenue. In fact, as the largest source of revenue, the real estate tax provides more than three times the revenue to the City as the earned income tax. The City's tax rate is not excessive compared to other cities of a similar size; however, in comparison to suburban municipalities, Allentown homeowners pay a higher tax rate. This situation wherein the City must disproportionately increase real estate taxes relative to the surrounding municipalities effectively raises costs for purchasing land and developing affordable housing.

In the last year, the City assessed an Annual Storm Water fee to all property owners, the Lehigh County Water Authority raised annual rates on average \$156 and there has been talk about raising taxes city wide to combat deficit issues within the City. Affordable and stable housing will become more apparent in the next several years without a proper plan.

In the codified ordinances of the City of Allentown, it states that the purpose of the zoning ordinance "...is the promotion of the public health, safety, morals, and/or general welfare by":

Encouraging the most appropriate use of land

Preventing the overcrowding of land

Conserving the value of land and buildings

Lessening the congestion of traffic on the roads

Avoiding undue congestion of population

Providing for adequate light and air

Securing safety from fire, flood, and other dangers

Facilitating adequate provision for transportation, water supply, sewage disposal, draining, schools, parks, and other public facilities.



\*\*\*The City has discussed new adopting new Zoning and Code Ordinances. This may be a way to gentify neglected areas in the City or create better mixed-income areas.

**Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

In 2014, Lehigh County, Northampton County, and the cities of Allentown, Bethlehem, and Easton contributed towards the preparation of a Regional Analysis of Impediments to Fair Housing Choice. This Regional AI, is an endeavor to streamline the Lehigh Valley region's approach to fair housing and to identify and address impediments to fair housing choice that often do not strictly follow jurisdictional boundaries. By conducting this regional analysis, communities across the Lehigh Valley will be able to promote fair housing choices for all people, provide opportunities for racially and ethnically inclusive patterns of housing occupancy, identify structural and systemic barriers to fair housing choice, and promote housing that is physically accessible and usable by people with disabilities. The Impediments included are:

**Impediment #1: Steering by Real Estate Agents**

Actions- outreach and training of Real Estate Agents

**Impediment #2: Disparities in Mortgage Lending**

Action Work with Fair Housing Consortium (members with Cities of Allentown, Bethlehem, Easton and Counties of Northampton and Lehigh) to determine how to address.

**Impediment #3: Need for Increased Fair Housing Education**

Action to fund the Fair Housing Consortium which works and funds North Penn Legal Services to provide fair housing educations throughout the year

**Impediment #4: Need for Increased Coordination among Fair Housing Providers**

Action to work with the Fair Housing Consortium, North Penn Legal Services and other fair housing providers to promote and coordinate fair housing education.

**Impediment #5: Zoning Provisions Impacting People with Disabilities**

Action: Work with the Lehigh Valley Planning Commission as they develop model zoning ordinances and review our ordinance accordingly.

**Impediment #6: Condition of Affordable Housing Stock**

Action to fund programs to improve condition of affordable housing stock within the CCI area.

**Impediment #7: Public Perceptions Regarding Transportation Connectivity**

Work with our neighboring cities (Bethlehem and Easton) and counties (Lehigh and Northampton) and LANTA to address transportation issues and perceptions.

\*\*\*In the RFP for the City's new 5 Year Consolidated Plan that will come out in 2020, the City is contracting to create a new AI.

**Discussion:**

The City of Allentown's 2018 Annual Action Plan contains several activities geared to assist families overcome barriers to affordable housing. Some of those activities include the Homeownership Counseling Program administered by Community Action Committee of the Lehigh Valley and the down-payment and closing cost assistance program administered by Neighborhood Housing Services of the Lehigh Valley. In addition, the rehabilitation of vacant properties and creation of new rental unit properties will provide additional affordable housing units for families in need.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

The City has developed the following actions planned to: address obstacles to meeting under served needs, foster and maintain affordable housing, reduce lead based hazards, reduce the number of poverty level families, develop institutional structures, and enhance coordination between public and private housing and social service agencies.

### **Actions planned to address obstacles to meeting underserved needs**

The primary obstacle to meeting under served needs is the limited resources available to address identified priorities. When feasible, the City of Allentown partners with other public agencies and nonprofit organizations to leverage resources and maximize outcomes involving housing and community development activities. In addition, several other obstacles to meeting under served needs include:

Increased need for affordable housing and supportive services resulting from economic downturn - while budgets for projects are generally stretched in good economic conditions, the recent economic downturn has exacerbated these issues and concerns; and

Increased foreclosures and unemployment - in addition to the community implications of the recent economic downturn are effects on a more individual basis, such as a high foreclosure rates, the associated problem of poor credit and rising unemployment.

The City will continue to use federal funds for housing programs, including homeownership, to aid low- and moderate-income homeowners. Further, the City will continue to fund microenterprise and economic development initiatives that bring jobs to city residents.

Also, during the upcoming program year, the City will continue to search for other funding opportunities to assist in meeting under served needs. Information will be passed along to appropriate partners if the funding fits their respective missions. The City will also offer technical assistance to review these grant applications, if requested.

### **Actions planned to foster and maintain affordable housing**

The City will continue to use CDBG and HOME funds for rehabilitation programs, as described in earlier sections, and to encourage the creation of affordable housing opportunities as they arise.

Further, the City has a strong code enforcement program and rental property inspection program that is

used to prevent blight and improve the housing stock.

### **Actions planned to reduce lead-based paint hazards**

Due to the age of the housing stock, particularly the stock available to low- to moderate- income households, Allentown's Bureau of Health has been active in preventing lead poisoning for children for over 30 years. The Bureau seeks to identify children at risk of lead poisoning, assures medical treatment and case management for the children and their families, and assures that lead hazard reduction activities are conducted in premises where environmental investigations reveal excessive lead levels. Historically, the Health Bureau actively screened children for lead poisoning and provides outreach and presentations at family centers, safety carnivals, health fairs, and child care centers. The Bureau collaborates with area hospitals and family health centers to provide and promote lead screenings.

In addition, during the summer of 2016, the City of Allentown was awarded a Federal Grant of 1.3 million and agreed in partnership with the State for \$400,000 to further eliminate lead hazards within residential units with children aged six and younger. The City's Lead Hazard Control program is housed within Building Standards and Safety.

During the program year, the Bureau of Building Standards and Safety will coordinate with the City's Bureau of Health. If the Bureau of Health identifies families with a lead poisoned child, the Bureau of Building Standards and Safety will offer funds to rehabilitate the unit to abate the lead hazards.

### **Actions planned to reduce the number of poverty-level families**

The City believes that the most effective method of lowering the number of households living in poverty is to assist them in developing the skills necessary to become more independent and self-sufficient.

The most obvious examples of this philosophy are the references throughout the Consolidated Plan to meeting the supportive needs of the homeless, those threatened with homelessness, and those with special needs. In the case of the homeless, the purpose of the supportive services is to assist them in dealing with the problems that led to their homelessness. Hopefully, their stay in a shelter facility will serve as a transition to permanent housing and a starting point towards developing their independence and self-sufficiency. The City will use ESG funds to support the operating budget of emergency shelters and short-term transitional housing programs. This will allow the sheltering organizations to provide more intensive social services to the participants in their programs. In addition, whenever possible, the City will assist the shelter providers in obtaining financial assistance to meet the physical needs of the sheltering facilities.

Previously, it was established that those threatened with homelessness usually are of extremely low income. They are also often in need of a wide range of social services to remove the threat of homelessness and to develop the skills necessary to increase the independence and self-sufficiency. Each year, the City budgets a portion of its CDBG funds to the provision of human services, largely to assist extremely low-income individuals and families. For adults, the City funds a literacy program and English as a second language (ESL) classes. For children, CDBG funds are used to support supplemental formal education, life-skills education, cultural enrichment, and structured recreation.

For people with special needs who have a permanent disability, it may not be practical to expect a reduction in the number of households with incomes below the poverty line, depending on their level of disability. It is possible, however, to offer people with special needs appropriate options in living environments. Supportive services likely will be an important part of any option chosen. For those who choose to live independently, supportive services will be essential to maintaining their independence. In addition to the services mentioned previously, which are available to all extremely low-income residents, the City funds several services for people with special needs. For example, it supports a drop-in center for the mentally ill and people addicted to alcohol or other drugs. The City's housing rehabilitation programs often enable elderly homeowners to remain in their home, and allow those with physical limitations to adapt their home to their specific needs.

### **Actions planned to develop institutional structure**

The City of Allentown's Department of Community and Economic Development will be responsible for the overall implementation of the five-year strategy outlined in its Consolidated Plan in addition to the strategy outlined in the 2018 Action Plan. It will administer the contracts with nonprofit organizations providing housing rehabilitation services, homeownership opportunities, supportive housing for special needs populations, shelter and supportive counseling for the homeless, and social services for those threatened with homelessness. In addition, the Department will review proposals that seek to increase the supply and affordability of standard rental housing units.

During the program year, the City will continue its twice a month Department of Community and Economic Development Managers' meetings where then Interim Director of CED, Director of the Health Bureau, HUD Grants Manager, Business Development Director, Construction Zone Supervisor, and Zoning Supervisor. Any programmatic issues which may arise for HUD funded programs will be discussed and addressed. These meetings also incorporate discussions of relationships and issues with other partners such as the Redevelopment Authority of the City of Allentown, Allentown Economic Development Corporation, the Allentown Housing Authority, Allentown Community Revitalization Corporation. Any gaps in the service delivery systems can be identified and addressed at these meetings.

Public housing in Allentown is administered by the Allentown Housing Authority (AHA). AHA is

responsible for all aspects of the Consolidated Plan dealing with public housing, and for administration of the City's Section 8/Housing Choice Voucher program. While its daily operations are independent of those of City government, AHA works closely with the Department of Community and Economic Development and other agencies to meet the City's low-income housing needs

### **Actions planned to enhance coordination between public and private housing and social service agencies**

The City has improved the coordination between its existing housing programs and other agencies and levels of government by networking/sharing information. The information exchange that occurred during the Annual Action Plan preparation process continues between public and private agencies, grantee sub-recipients and partners in the County.

Also, as described in the Citizen Participation narrative, the City sought wide range of citizen participation and made all materials readily available to the public for review and comment.

In addition, this Annual Action Plan has the support of Mayor, City Council and City Administration. The Community Development staff of the City reviewed Requests for Proposals and, after review and evaluation, recommended approval by the City Council.

During the program year, the City will continue to encourage dialogue and collaboration with its private housing and social services agencies. During pre-contract meetings, agencies will have the opportunity to hear what housing and social services partners are proposing for the upcoming grant year.

### **Discussion:**

As noted previously, the City continues to look for other funding options when available and also partners with other public and private partners to concentrate resources, especially in the Center City Initiative Area to make the greatest impact in addressing those strategies described in the Consolidated Plan.

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

#### Introduction:

Projects planned with all CDBG, ESG, and HOME funds expected to be available during the year are identified in the projects table. The executive summary includes the objectives and outcomes identified in the plan as well as an evaluation of past performance, and a summary of the citizen participation and consultation process.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	46,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>46,000</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	90.00%

**HOME Investment Partnership Program (HOME)  
Reference 24 CFR 91.220(l)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

N/A

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The issue of resale/recapture arises when a homeowner that received homebuyer assistance under the HOME Program decides to sell the property. If the property is sold after the period of affordability has expired, there are no restrictions in terms of resale or recapture of HOME funds that apply to such a transaction. If, however, the sale occurs before the period of affordability has expired, certain regulatory limitations apply. The regulations at 92.254 (a)(5) give the participating jurisdiction two broad options relative to the treatment of properties that are sold before the period of affordability has expired:

- The owner that received HOME assistance must sell the home to a low income family that will use the property as their principal residence; or
- The participating jurisdiction must recapture some or all of the HOME investment that was initially extended to the home buyer. The City of Allentown does not provide direct homeownership assistance, therefore, it will utilize a resale requirement.



3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

HOME-assisted units, other than owner-occupied housing rehabilitation, carry occupancy restriction for varying lengths of time, known as the affordability period. The HOME assisted housing must meet the affordability period specified in the following table, beginning at the end of project completion:

To ensure affordability, the City of Allentown must impose either resale or recapture requirement, at its option. The CHDO Acquisition/rehabilitation/Resale and New Construction activities use resale restrictions. The buyer must occupy the property as a principal residence and must qualify as low income (80% of median or less as defined by the Section 8 Part 5 income determination method) at the time of purchase or, in the case of new construction, at the time the agreement of sale is signed.

#### *Resale*

The resale requirement is enforced through a second mortgage/note that is executed between the City and the homebuyer. During the affordability period, the homeowner may sell only to another income eligible homebuyer. Additional information on the City's resale guidelines are found in the appendix.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The PJ will not be using any HOME funds to refinance debt secured by multifamily housing that is being rehabbed with HOME funds.

**Emergency Solutions Grant (ESG)  
Reference 91.220(l)(4)**

1. Include written standards for providing ESG assistance (may include as attachment)

The City of Allentown's written standards for providing ESG assistance are included as an attachment in the Grantee Unique Appendices (see Consolidated Grants Program information and application packet).

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The LVRHAB, a member of the Eastern PA CoC, has been working along with other members of Eastern PA CoC to develop a coordinated assessment/centralized intake system. During the past year, a consultant was hired and focus groups were conducted to gather data about the system. Three agencies within the LVRHAB have been designated to provide a physical location for intake.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

The City of Allentown has a mailing list of interested citizens, agencies and providers (which include community and faith based organizations) and as part of its Consolidated Grants Program, letters go out to this mailing list along with an explanation of the process of applying for and awarding Community Development Block Grant Program funds, Emergency Solutions Grants Program funds and HOME Investment Partnerships Program funds. An advertisement is also placed in The Morning Call newspaper announcing the process and a public hearing. In addition, the process is announced at the Lehigh Valley Regional Homeless Advisory Board meeting. The City's schedule for awarding funds has remained consistent for a number of years and agencies and citizens are generally aware of our process. The City provides technical assistance to new agencies who have never navigated the application process.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The City of Allentown presents the proposed allocations to the Lehigh Valley RHAB, whose members

speak for homeless individuals. Since ESG funds assist homeless services in the City, the presentation includes use of CDBG and HOME funds, also.

5. Describe performance standards for evaluating ESG.

The evaluation of ESG applications is consistent with the evaluations of all applicants for the City's Consolidated Grants Program funds (CDBG, ESG and HOME).

See narratives above.

## Attachments

## Citizen Participation Comments

Citizen Participation 2018  
City of Allentown

**CITY OF ALLENTOWN**  
**DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT**

**CITIZEN PARTICIPATION PLAN**

**JULY 1, 2015 TO JUNE 30, 2020**

## PROCESS

The City of Alontown, Department of Community and Economic Development pledges to provide an opportunity for citizen participation with its construction of the five-year Consolidated Plan and correlated Annual Action Plans.

The main source of distribution for announcement of citizen participation is an annual mailing to local non-profit organizations, businesses, and former participating citizens. The mailing is sent to provide a process and timeline for citizen participation.

The City's Community and Economic Development Department has a comprehensive mailing list of non-profit organizations, businesses and interested citizens. Mailings are sent as a formal invitation for participation. Additionally, the City holds public hearings to invoke collaboration in the citizen participation process.

## PUBLIC HEARINGS

Public hearings are held at City Hall, located at 435 Hamilton Street, Allentown, PA 18101. The City plans two different days for public hearings, with each day having two scheduled times (10:00am and 5:00pm). A public hearing provides an opportunity for the Department of Community and Economic Development to describe the City's proposed Consolidated Plan and correlated Annual Action Plan, as well as a review of the previous year's Annual Action Plan results. This event is a completely open forum to solicit input from the community.

The Consolidated Plan and correlated Annual Action Plan will discuss HUD related funding, specifically how the City will allocate funds to non-profit organizations, for-profit organizations, and municipal entities.

The Department of Community and Economic Development requires application for any non-profit or for-profit organization seeking HUD funding. A panel of Community and Economic Development employees review all applications, grade based on application requirements, and approve or reject funding based on the application. Upon the approval or rejection of funding, another public hearing is announced to allow for support or debate of funding choice.

City Hall is accessible to all people with disabilities and upon request, will make additional reasonable accommodations to share information on an as needed



Based. Additionally, all public hearing announcements will include a note to call the Department of Community and Economic Development if transaction services are needed for a public hearing.

#### **ADVERTISING – PUBLICATION**

The City of Allentown utilizes a general circulation newspaper, The Morning Call, to announce the planning process for the Consolidated Plan and correlated Annual Action Plan. Within the announcement, the City describes available funding and how to apply for funding. All future public hearing dates will also be listed.

An additional advertisement will be published in the general circulation newspaper with a summary of the proposed plan. Public hearing dates will be included in this advertisement. The start of the thirty (30) day public comment period begins on the date of the publication.

#### CITIZEN COMMENTS

When appropriate, The City of Allentown will document citizen comments in its Consolidated Plan and correlating Annual Action Plan. All citizens who wish to provide comment, will be given a thirty (30) days from the date of the public announcement.

Notes from public hearings and participation sign-in sheets also will be kept on file in the Department of Community and Economic Development.

## AMENDMENTS

A substantial amendment to the Consolidated Plan or an Annual Action Plan consists of cancellation of an activity, rollover of remaining funds into a new program year, reprogramming of funds, or an added funding activity.

All substantial amendments will be advertised in the general circulation newspaper. Thirty (30) days from publication, the citizens of Allentown will be able to comment on the proposed amendment. Within the advertisement, a notice of a public hearing will be advertised to allow citizens additional opportunity to comment.

Any change to the Consolidated Plan or an Annual Action Plan which is not substantial, i.e. eligibility/fundability determination or minor budgetary changes will not be advertised, nor will provide public comment.

#### CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT (CAPER)

At the conclusion of each year, the City of Allentown Department of Community and Economic Development will create annual performance reports that will be published in the general circulation newspaper. In the publication, there will be an announcement for citizen comments. Citizens will be given thirty (30) days, beginning on the date of publication, to submit comment to the City.

All pertinent comments will be included within the annual performance report that is submitted to HUD.

### **TECHNICAL ASSISTANCE**

As stated in the Public Hearing section, the City of Allentown's Department of Community and Economic Development will provide technical or translation assistance upon request.

## COMPLAINTS

All complaints to the City of Atlanta's Department of Community and Economic Development will receive a written response to all citizen complaints within thirty (30) working days of receipt of the complaint.

## AVAILABILITY TO THE PUBLIC

The availability of The Consolidated Plan, an Annual Action Plan, substantial amendments and Consolidated Annual Performance and Evaluation Report will be made available to the public on the Allentown public website ([www.allentownpa.gov](http://www.allentownpa.gov)). All documents are also available for review in the Community and Economic Development Department of City Hall, 435 Hamilton Street, Allentown, PA 18101. All requests at City Hall must be preceded by a phone request (610-437-7761). Individuals with disabilities, who require assistance, will be addressed on a case by case basis. The City will work with the Lehigh Valley Center for Independent Living to address special formatting needs for any document request.

All citizens, public agencies, or interested parties may have access to information and records relating to the Consolidated Plan, including the City of Allentown's use of Community Development Block Grant, HOME Investment Partnerships Program and Emergency Shelter Grants Program. A request for information may be made by telephone, 610-437-7761 or by mail. Please direct all mail inquiries to City of Allentown, Director of Community and Economic Development, 435 Hamilton Street, Allentown, PA 18101. The City will respond to all written or telephone requests within thirty (30) days.



CITY OF ALLENTOWN  
CONSOLIDATED GRANTS PROGRAM FOR FISCAL YEAR 2018  
January 1, 2018 – December 31, 2018

**TENTATIVE SCHEDULE**

**Week of September 4 – September 8, 2017**

Notices will be mailed to interested individuals, neighborhood organizations, and human service agencies providing information about the Fiscal Year 2017 (FY '17) Consolidated Grants Program (CGP). The CGP includes the Community Development Block Grant Program, the Emergency Solutions Grant Program, and the HOME Investment Partnerships Program.

**Week of September 11 – September 15, 2017**

A public notice will be published advertising the process for FY '18.

**September 12, 2017**

The City will hold public hearings at 10:00 a.m. and 5:00 p.m. These Public Hearings are used to obtain public input on the community's needs and to fulfill citizen participation requirements of the CGP. During the Public Hearings, the City also will discuss its CGP accomplishments for the 2017 program year. The public hearings will be held in Third Floor Conference Room, City Hall, 435 Hamilton Street, Allentown, PA. Oral and written testimony will be accepted and made part of the City's permanent files.

A sign up sheet will be available one-half hour before the hearings begin. Testimony will be taken based upon the order of signing. Those in need of translation assistance should call 610-437-7781, in advance, to make arrangements.

**Week of September 18 – September 22, 2017**

City Staff will be available to offer technical assistance in the development of FY '18 CGP proposals. Please call 610-437-7781, for more information and/or an appointment.

**FY '18 PLANNING PROCESS**  
**Page 2**

**October 16, 2017**

A digital copy must be submitted by Monday, October 16, 2017 at 4:00 pm. Please submit applications to [1UD.Grants@allentownpa.gov](mailto:1UD.Grants@allentownpa.gov)

**October 18 -- October 25, 2017**

City Staff will evaluate the proposals received for CGP funding.

**October 30 and October 31, 2017**

Proposal Review Committee reserves the right to schedule an appointment for any new agency or an existing agency with major changes to their program. You will be notified of the time and date.

**November 30, 2017**

The City will publish a summary of the proposed FY '18 One Year Action Plan and accept public comment for at least 30 days. Comments should be sent to the City of Allentown, City Hall, 435 Hamilton Street, Allentown, PA 18101. All comments must be received by 4:00 p.m., Wednesday, January 3, 2018.

**FY '18 PLANNING PROCESS**  
Page 3

**Upon Receipt of Allocation – January 17, 2018 (Tentative)**

The FY '18 Annual Action Plan will be introduced at this City Council meeting, and will be referred to Committee. (Meeting to be announced)

**Upon Receipt of Allocation – January 24, 2018 (Tentative)**

The City will hold final public hearings on Wednesday, January 24, 2018, at 10:00 a.m. and 5:00 p.m., to obtain input from the community on the FY '18 One Year Action Plan. The public hearings will be held in City Council Chambers, first floor, City Hall, 435 Hamilton Street, Allentown, PA. Oral and written testimony will be taken at these times and made part of the City's permanent files.

**Upon Receipt of Allocation – January 31, 2018 (Tentative)**

City Council will vote on the FY '18 One Year Action Plan and Consolidated Plan.

Funding decision letters will be sent to all applicants.

**Upon Receipt of Allocation – February 14, 2018 (Tentative)**

The City will submit the CDP application to the United States Department of Housing and Urban Development.



**Leonard Lightner**

Director

Community and Economic Development

610.437.7610

Fax 610.439.5947

leonard.lightner@allentownpa.gov

August 31, 2017

Dear Sir/Madam:

This letter is to inform you of the City of Allentown's application process for Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG) and HOME Investment Partnerships (HOME) programs - Consolidated Grants Program (CGP). The City has decided to align our CGP with a calendar year and will begin the 2018 program year, January 1, 2018. Enclosed is a tentative schedule, which outlines the Consolidated Grants Program.

Non-profit organizations are requested to apply for resources that will supplement their program, a program that must correlate with the City of Allentown's Consolidated Plan. Currently, the City of Allentown's Consolidated Plan will not expire until 2020. Within your application, you will need to address exactly how your program will meet the national objectives detailed in the Consolidated Plan.

The City of Allentown continues our open application process and maintains the funding limit of \$10,000 for all public service programs. Should your application address another national objective, you may request funding greater than \$10,000.

The Community Development Block Grant (CDBG) program focus is to develop a viable urban community, provide decent housing, and create a suitable living environment for all. The principle focus in the City of Allentown is to assist individuals and families of low and moderate income. Additionally, the CDBG program strives to fund the creation of economic development activities, specifically job creation and retention for individuals of low and moderate income.

HOME Investment Partnerships (HOME) program expands on the concept of creating decent and affordable housing for low and very low income individuals and families. The City of Allentown accepts applications and strives to fund non-profit agencies who specialize in the production and operation of affordable housing. The City of Allentown would like to fund both rental and homeownership programs.

The Emergency Solutions Grant (ESG) program funds shelters and rapid re-housing to combat homelessness within the City of Allentown. Applying programs must meet the national objective of homelessness prevention.

If you are interested in applying for funding through the CDBG program, HOME program, or ESG program, please contact [HUD.Grants@allentownpa.gov](mailto:HUD.Grants@allentownpa.gov) to receive a digital application. For technical assistance, City staff are available to contact through the department of Community and Economic Development. All proposals are due by 4:00 pm, on October 16, 2017. Applications will only be accepted digitally and can be emailed to [HUD.Grants@allentownpa.gov](mailto:HUD.Grants@allentownpa.gov).

Public Hearings are scheduled for September 12, 2017 at 10:00 am and 5:00pm. Hearings are not mandatory for applicants and there are no requirements to present program details.

Sincerely,

Leonard Lightner  
Director of Community and Economic Development

City Hall • 435 Hamilton Street • Allentown, PA 18101-1809

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20 NORTH SIXTH STREET  
ALLENTOWN PA 18101

DAN BOEKET  
CADDIS  
523 NORTH 7TH STREET  
ALLENTOWN PA 18102

MIKE MACIAPINSKY  
ALLENTOWN YMCA & YWCA  
105 SOUTH 15TH STREET  
ALLENTOWN PA 18102

JOYCE HENICHERTY  
PAULBROOK FAMILY ANSWERS  
402 UNION STREET  
ALLENTOWN PA 18102

RACHAEL LANGST  
LIBERTY RESOURCES  
919 SOUTH 19TH STREET  
ALLENTOWN PA 18102

LUZ DELABAR  
CASA GUADALUPE CENTER  
218 NORTH 2ND STREET  
ALLENTOWN PA 18102

KIM WALCK  
ALLENTOWN SCHOOL DISTRICT  
318 PENN ST P O BOX 328  
ALLENTOWN PA 18102

CHARLES JACKSON  
VETERANS LIFE  
2644 W- ST LIBERTY STREET  
ALLENTOWN PA 18104

DAVID SMITH  
DAVING, DISCOVERY CENTER  
3145 HAMILTON BLVD BYPASS  
ALLENTOWN PA 18103

CYNTHIA LAMBERT  
GOOD SHEPHERD HOME  
549 ST JOHN STREET  
ALLENTOWN PA 18103

NANCY DISCHINAT  
WORKFORCE INVESTMENT  
355 UNION BOULEVARD  
ALLENTOWN PA 18102

KAREN HERARD  
THE NEIGHBORHOOD CTR  
455 NORTH SEVENTH STREET  
ALLENTOWN PA 18102

R. SCOTT UNCR  
A2100  
CITY HALL 435 HAMILTON STREET  
ALLENTOWN PA 18101

MARYANN PRZEKURAT  
THE LITERACY CENTER  
1152 HAMILTON ST STE 300  
ALLENTOWN PA 18101

MARY GRIFFIN  
THE CARING PLACE  
931 HAMILTON MALL  
ALLENTOWN PA 18101

ELWOOD ELLIOTT  
ALLENTOWN A/S  
142 SOUTH FIFTH STREET  
ALLENTOWN PA 18101

RADWAN JARROUJ  
SYRIAN ARAB AMERICAN  
608 112 NORTH SECOND ST  
ALLENTOWN PA 18102

NHS OF THE LEHIGH VALLEY  
259 NORTH TENTH STREET  
ALLENTOWN PA 18102

DANIEL FARRELL  
ALLENTOWN HOUSING AUTHORITY  
GROSS TOWERS 1339 ALLEN ST  
ALLENTOWN PA 18102

RENEE HAINES  
ALLENTOWN PUBLIC LIBRARY  
1210 HAMILTON STREET  
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JIM BYRNES  
ALLENTOWN RESCUE MISSION  
P O BOX 748  
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PARKETTES GYMNASIUM TEA  
401 MARTIN LUTHER KING BLVD  
ALLENTOWN PA 18102

BRADLEY FATZINGER  
ALLIANCE FOR BUILDING COMM  
632 WALNUT STREET  
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DR JOHN E FELCHER  
L CONFERENCE OF CHURCHES  
457 ALLEN STREET  
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JOR. SYWENSKY  
TURNING POINT OF THE LEHIGH  
444 EAST SUSQUEHANNA STREET  
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ELEANA BELLETTERI  
SALVATION ARMY  
P O BOX 147  
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GRACE MONTESSORI SCHOOL  
814 LINDEN STREET  
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EMBRACE YOUR DREAMS  
424 CENTER STREET RM 300  
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MINISTRIES COUNCIL  
591 POSTAL ROAD  
ALLENTOWN PA 18103

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ALLENTOWN SYMPHONY ASSOC  
23 NORTH SIXTH STREET  
ALLENTOWN PA 18101

NGOZI BELL  
NIAPA  
378 E RAMEE STREET  
EASTON PA 18045

DAVE EVANS  
HADO  
513 S 5TH CHEW STREET  
ALLENTOWN PA 18102

DEB CUMMINS  
HABITAT FOR HUMANITY  
245 NORTH GRAHAM STREET  
ALLENTOWN PA 18109

KIM SCHAEFFER  
COMMUNITY BIKE WORKS  
235 NORTH MADISON STREET  
ALLENTOWN PA 18102

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LVH/DEPT OF COM HEALTH  
P O BOX 7017  
ALLENTOWN PA 18105-7017

SHANNON SLATTERY FUGATE  
BAUM SCHOOL OF ART  
510 LINDEN ST P O BOX 653  
ALLENTOWN PA 18105

DEBORAH FRIES JACKSON  
BOYS/GIRLS CLUB OF ALLENTOWN  
720 NORTH SIXTH STREET  
ALLENTOWN PA 18102

TIMOTHY MULLIGAN  
COMMUNITIES IN SCHOOLS  
1501 LEHIGH STREET SUITE 206  
ALLENTOWN PA 18103

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CATHOLIC SOCIAL AGENCY  
530 UNION BOULEVARD  
ALLENTOWN PA 18103-1230

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NORTH PENN LEGAL SERVICE  
559 MAIN ST/SUITE 100  
BETHLEHEM PA 18015

OAPA  
147 NORTH TENTH STREET  
ALLENTOWN PA 18122-3905

MARY KOVALCHICK  
LEHIGH CARBON COMM COLL  
718 HAMILTON STREET  
ALLENTOWN PA 18101

ALAN JENNINGS  
CACLV  
1337 EAST FIFTH STREET  
BETHLEHEM PA 18015

SARAH GEORGE  
COMM SERV FOR CHILDREN  
1520 HANOVER AVENUE  
ALLENTOWN PA 18109-2630

JUAN CRUZ  
COUNCIL OF SPANISH SPEAK  
520 EAST FOURTH STREET  
BETHLEHEM PA 18015

CRIME VICTIMS COUNCIL  
801 HAMILTON MALL  
ALLENTOWN PA 18101

NEW DIRECTIONS TREATMENT  
2442 BROADHEAD ROAD  
BETHLEHEM PA 18020-8910

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VALLEY YOUTH HOUSE  
828 LINDEN STREET  
ALLENTOWN PA 18101

EPISCOPAL HOUSE  
15TH AND WALNUT STREETS  
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SAM NICHOLSON  
AGAPE YOUTH HOMES INC  
514 SOUTH ELLSWORTH STREET  
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JEFF PAXSON  
SHELTER DEVELOPMENT  
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BALTIMORE MD 21201

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GRACE COMMUNITY FOUNDATION  
108 NORTH FIFTH STREET  
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EAST SIDE YOUTH CENTER  
1820 ULSTER ROAD  
ALLENTOWN PA 18109

CUNA  
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530 WFST ALLEN STREET  
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KIDNPEACE  
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RICHARD DAUGHTERY  
L O SR CITIZENS CENTER  
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HUMAN SERVICES  
L O GOVE SHAFENY CENTER  
17 SOUTH SEVENTH STREET  
ALLENTOWN PA 18104-2400

HERN LOUIS MANN  
424 EAST FAIRVIEW STREET  
COOPERSBURG PA 18038

RIANA BELLETIER  
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P O BOX 147  
ALLENTOWN PA 18102

BYRON L CRUDUP  
L V BLACK INTEREST COALIT  
4805 PINE GROVE CIRCLE  
WESCOVILLE PA 18106

YEA  
601 WEST HAMILTON STREET  
ALLENTOWN PA 18101

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RESSUR. LIFE COMMUNITY CHURCH  
144 NORTH NINTH STREET  
ALLENTOWN PA 18102

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LVHP P O BOX 7017  
ALLENTOWN PA 18105-7017

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622 HAMILTON MALL  
ALLENTOWN PA 18101

WEST END ALLIANCE  
MICHAEL DRABENSTOTT  
2326 WEST ALLEN STREET  
ALLENTOWN PA 18104

PAM PAWLER  
WEST WATCH NEIGHBORHOOD  
P O BOX 1042  
ALLENTOWN PA 18105

ST LUKE'S EVAN LUTH CHURCH  
417 NORTH SEVENTH STREET  
ALLENTOWN PA 18102

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PENN STATE LEHIGH VALLEY  
2809 SAUCON VALLEY ROAD  
CHATEAU VALLEY PA 18034-1844

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ALLENTOWN PA 18102

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C/O SUSAN PRINSER  
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DOLORES SWAVELY  
VOLUNTEERS OF AMCHILD CTR  
730 WEST UNION STREET  
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DAN MEST  
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HELEN TRUMP  
NOTES  
34 SOUTH CARLISLE STREET  
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3505 CONGRESS STREET  
ALLENTOWN PA 18106

REV JIM RIVERA  
CITY LIMITS ASSEMBLY OF GOD  
302 RING AVENUE  
ALLENTOWN PA 18102

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837 LINDEN STREET  
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ROCHESTER NY 14604

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WERNERSVILLE PA 19686

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PENROSE PROPERTIES  
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PHILADELPHIA PA 19121

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AFRICAN IMMIGRANTS COMMUN  
P O BOX 9039  
ALLENTOWN PA 18106

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YEA  
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ALLENTOWN PA 18101

COLLINS HARRIS  
NORTH ALLENTOWN LOOKOUT  
429 WASHINGTON STREET  
ALLENTOWN PA 18102

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144 NINTH STREET  
ALLENTOWN PA 18102

MACKENZIE KRISIEL  
ENTERPRISE HOMES INC  
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BALTIMORE MD 21201

LAURIE MOYER  
COUNTY OF LEHIGH  
17 SOUTH SEVENTH STREET  
ALLENTOWN PA 18101

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JANET GROSS  
2804 WEST GORDON STREET  
ALLENTOWN PA 18104

GAIL HOWELL  
FUND FOR CHILDREN  
903 EAST ELM STREET  
ALLENTOWN PA 18109

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SOUTH POPLAR STREET  
2244 SOUTH POPLAR STREET  
ALLENTOWN PA 18103

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SOUTH 5TH STREET GROUP  
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1245 WEST HAMILTON STREET  
ALLENTOWN PA 18102 4373

DEBRA LAMB  
LEHIGH VALLEY CHILDCARE  
1501 LEHIGH ST STE 203  
ALLENTOWN PA 18103

PAT GAFNEY  
1ST WARD NEIGHBORHOOD ASSOC  
125 NORTH THIRD STREET  
ALLENTOWN PA 18102

BILL KRAUSE  
RAUB AREA COMMUNITY WATCH  
1742 UNION STREET  
ALLENTOWN PA 18104

MATTHEW DEIBERT  
402 LONGACRE DRIVE  
CHERRYVILLE PA 18035

BONNIE WACHTER  
8TH WARD NEIGHBORHOOD  
708 NORTH EIGHTH STREET  
ALLENTOWN PA 18102

DENNIS PEARSON  
FARM  
942 EAST TILGHMAN STREET  
ALLENTOWN PA 18109

KEN LAUDENSLAGER  
FAIRVIEWLERS NEIGHBORHOOD  
721 W GUMBERLAND STREET  
ALLENTOWN PA 18103

MIKE TAYLOR  
FRANKLIN PARK CIVIC ASSOC  
132 NORTH 14TH STREET  
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ANNE CROTHERS  
OLD TOWN NEIGHBORHOOD  
1121 TURNER STREET  
ALLENTOWN PA 18102

MITZI XANDER  
KECK PARK COMMUNITY ASSOC  
257 EAST SOUTH STREET  
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GAIL HOOVER  
HAMILTON PARK CRIME WATCH  
221 S. 21ST STREET  
ALLENTOWN PA 18104

BRIAN KRINGS  
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2540 W GREENLEAF STREET  
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LIBRARY AREA NEIGH ASSOC  
223 SOUTH 13TH STREET  
ALLENTOWN PA 18102

DOTTIE ANDERSON  
LIBRARY AREA NEIGH ASSOC  
1212 W UNION STREET  
ALLENTOWN PA 18102



RUTHANN PHILLIPS  
LITTLE LEAGUE NEIGHBORHOOD  
1845 17TH STREET S.W.  
ALLENTOWN PA 18103

MIDWAY MANOR  
RICHARD WILSON  
1008 N VAN BUREN STREET  
ALLENTOWN PA 18102

DAVID KESPEL  
MOUNTAINVIEW FLOR CRIME WATCH  
110 W WABASH STREET  
ALLENTOWN PA 18103

ED KOMINSKI  
HDC MIDWINTER COOP OFFICE  
400 W LST KING STREET STE 4  
LANCASTER PA 17604-0004

MIKE S. CRETCHER KRASLEY  
WILDMANERO AREA COMM  
212N ALLEN STREET  
ALLENTOWN PA 18104

ST. PAUL'S CHURCH  
36 SOUTH 8TH STREET  
ALLENTOWN PA 18101

KAY PICKEL  
NEIGHBORHOOD CRIME WATCH  
1523 LIBERTY STREET  
ALLENTOWN PA 18102

ROBIN FLORES  
THE LITERACY CENTER  
801 HAMILTON MALL SUITE 201  
ALLENTOWN PA 18101

LEONARD LIGHTNER  
CDD DIRECTOR

BUREAU OF BLDG STANDARDS

BRENT HARTZELL  
ADMINISTRATION AND FINANCE

LINA AMATO  
ALLENTOWN HEALTH BUREAU  
245 NORTH SIXTH STREET  
ALLENTOWN PA 18102

TED BERGER  
ENGINEERING

MICHAEL HANLON  
CITY CLERK

CRAIG MESSINGER  
DIRECTOR OF PUBLIC  
WORKS

ANN SAURMAN  
RECYCLING AND WASTE  
641 SOUTH TENTH STREET  
ALLENTOWN PA 18102

MICKY KISTLER  
HEALTH DEPARTMENT

DOUGLAS STEWART  
PLANNING DIRECTOR

ROGER MACLEAN  
CITY COUNCIL

RAY O'CONNELL  
CITY COUNCIL

CYNTHIA MOTO  
CITY COUNCIL

DARRYL HENDRICKS  
CITY COUNCIL

JULIO GURIDY  
CITY COUNCIL

CANDIDA AFFA  
CITY COUNCIL

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## MEASURABLE RESULTS



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A simple way  
to find the right  
employee.

## AUTOMOTIVE

### Buyer's Guide

52-11-15

[illegible]

## 10:00 a.m.

## Sign-In Sheet

[illegible]

a	Landlord subsidy (housing voucher)	
b	Housing repair/rehabilitation	
c	Homelessness assistance	
d	Job training assistance	
e	Food assistance	

2. In order for you to remain in your current residence what would you need? (Choose all that apply)

a	Lost my job	
b	To be closer to my job	
c	Desire for better housing	
d	Desire for more affordable housing	
e	Desire for better schools	
f	To be closer to family/relatives	
g	Desire for better neighborhood	
h	Upgrade to a larger home	
i	Change in spousal relationship	
j	Immigration status	
k	Other reasons (please identify)	

3. What are the reasons that made you move (or might make you move)? (Choose all that apply)

b. If no, are you thinking of moving within in the next year or two?

Yes  
No

i	From what street and town?	
ii	To what street and town?	
iii		
iv		

a. If yes, from where to where? (Please identify the locations)

Yes  
No

1. Do you have school-age children in your family?

Yes  
No

2. Have you moved residences within the last five to seven years?

Yes  
No

Thank you.

The City of Allentown is committed to help address the issues behind high transiency in our neighborhoods. We ask that you be honest in your responses. Please be assured that your responses will be anonymous and will be used in aggregate form.

A recent study commissioned by the Health Care Council of the Lehigh Valley suggested that high transiency (frequent moving or residence) is a leading cause of instability in our neighborhoods. Specifically, it was learned that frequent moving makes it difficult for people to develop and maintain a social support network. Moreover, the study found that not having a stable home makes it really hard to do well in school, buy healthy foods, exercise regularly, and to manage chronic diseases or mental illness. Often, people would rather move than invest on improving things.

Dear Head of Household:

Your household was chosen randomly to help us better understand the reasons behind the need for a family to move residences.



CITY OF ALLENTOWN  
PUBLIC HEARINGS  
THURSDAY, JUNE 14<sup>th</sup>, 2018  
10:00 A.M.

(Please Print)  
NAME

ORGANIZATION

CONTACT E-MAIL ADDRESS

Robbely Attended

CITY OF ALLEN | OWN  
PUBLIC HEARINGS  
THURSDAY, JUNE 14<sup>TH</sup>, 2018  
5:00 P.M.

(Please Print)  
NAME

ORGANIZATION

CONTACT E-MAIL ADDRESS

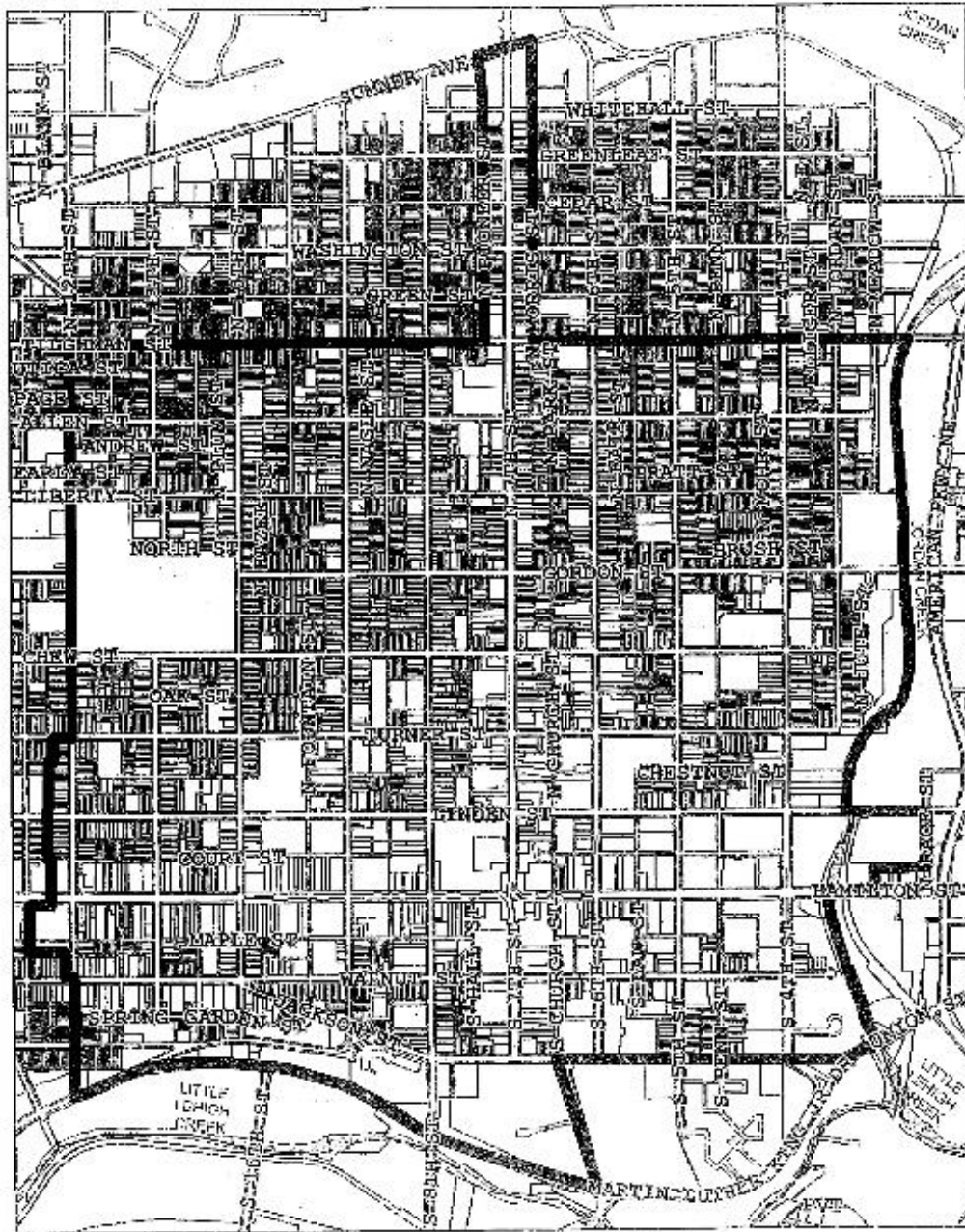
Nobody Attended.







# APPENDICES 2018



## 2018 PIT COUNT

Summary: Household/Persons Counted During the Annual Point-in-Time Count, 2016-2018												
Lehigh County												
	2016			2017			2018			2019		
	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018
<b>All households &amp; persons</b>												
Total # Households	216	238	253	118	122	155	65	75	44	32	37	54
Total # Persons	144	157	195	192	227	264	120	117	73	32	39	57
# Children <18 years old	N/A	N/A	128	N/A	N/A	95	N/A	N/A	31	N/A	N/A	0
# Young Adults 18-24 years old	N/A	N/A	44	N/A	N/A	31	N/A	N/A	6	N/A	N/A	7
# Adults 25+ years old	N/A	N/A	226	N/A	N/A	130	N/A	N/A	36	N/A	N/A	50
<b>Households without children</b>												
# Households	157	180	169	90	93	128	35	50	27	32	37	51
# Persons (Adults)	157	200	205	99	99	111	35	62	27	32	39	57
# Young Adults (18-24)	N/A	N/A	21	N/A	N/A	13	N/A	N/A	1	N/A	N/A	7
# Adults (25+)	N/A	N/A	174	N/A	N/A	98	N/A	N/A	26	N/A	N/A	50
<b>Households with at least one Adult &amp; one child</b>												
# Households	57	48	61	27	30	47	26	19	17	0	0	0
# Persons (Adults & Children)	180	157	231	102	102	155	63	53	40	0	0	0
# Children (<18)	N/A	N/A	126	N/A	N/A	95	N/A	N/A	31	N/A	N/A	0
# Persons Adults	N/A	N/A	75	N/A	N/A	58	N/A	N/A	9	N/A	N/A	0
# Young Adults 18-24 years old	N/A	N/A	23	N/A	N/A	18	N/A	N/A	3	N/A	N/A	0
# Adults 25+ years old	N/A	N/A	52	N/A	N/A	40	N/A	N/A	12	N/A	N/A	0
<b>Households with only children (Age 17 or under)</b>												
# Households	2	0	0	0	0	0	2	0	0	0	0	0
# Children (<18)	2	0	0	0	0	0	2	0	0	0	0	0
<b>Unaccompanied Youth Households</b>												
# Unaccompanied Youth Households	N/A	N/A	21	N/A	N/A	13	N/A	N/A	1	N/A	N/A	7
# Unaccompanied Youth	N/A	N/A	21	N/A	N/A	13	N/A	N/A	1	N/A	N/A	7
# Unaccompanied Youth <18	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
# Unaccompanied Youth 18-24	N/A	N/A	21	N/A	N/A	13	N/A	N/A	1	N/A	N/A	7
<b>Parenting Youth Households</b>												
# Parenting Youth Households	N/A	N/A	0	N/A	N/A	11	N/A	N/A	5	N/A	N/A	0
# Persons in Parenting Youth Households	N/A	N/A	49	N/A	N/A	30	N/A	N/A	11	N/A	N/A	0
# Parenting Youth	N/A	N/A	20	N/A	N/A	15	N/A	N/A	5	N/A	N/A	0
Youth parents only	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
# Parenting Youth <18	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
# Parenting Youth 18-24	N/A	N/A	20	N/A	N/A	15	N/A	N/A	5	N/A	N/A	0
# Children w/Parenting Youth (children <18 w/parents <25)	N/A	N/A	29	N/A	N/A	23	N/A	N/A	6	N/A	N/A	0
<b>Chronically Homeless</b>												
# Chronically Homeless Individuals	22	18	10	15	13	10	15	13	10	9	5	9
# Chronically Homeless Families	0	0	0	0	0	0	0	0	0	0	0	0
<b>Other Homeless Subpopulations</b>												
Severely Mentally Ill	62	45	60	38	20	28	15	20	9	9	5	11
Chronic Substance Abuse	25	29	27	12	7	12	10	17	8	4	4	7
Persons with HIV/AIDS	1	2	1	2	2	1	0	0	0	0	0	0
Total unduplicated # of persons with a disability includes those listed on any other row(s)	122	92	80	75	34	59	34	47	12	12	12	18
Veterans	10	8	9	7	2	6	2	3	2	0	3	0
Victims of Domestic Violence	31	24	15	25	13	13	8	10	1	0	5	0

Summary of Households/Persons Counted During the Annual Point-in-Time Count 2017-2018												
Lehigh Valley RHAs												
	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018
<b>All Households &amp; Persons</b>												
Total # Households	467	496	498	245	21	264	172	196	140	70	39	75
Total # Persons	112	156	148	209	289	281	322	312	287	75	102	80
# Children <18 years old	N/A	N/A	21	N/A	N/A	09	N/A	N/A	102	N/A	N/A	0
# Young Adults 18-24 years old	N/A	N/A	87	N/A	N/A	38	N/A	N/A	41	N/A	N/A	6
# Adults 25+ years old	N/A	N/A	430	N/A	N/A	234	N/A	N/A	94	N/A	N/A	72
<b>Households without Children</b>												
# Households	336	370	354	181	168	205	87	103	74	70	39	73
# Persons (Adult)	341	361	355	181	174	211	87	103	74	73	102	60
# Young Adults (18-24)	N/A	N/A	44	N/A	N/A	20	N/A	N/A	16	N/A	N/A	6
# Adults (25+)	N/A	N/A	321	N/A	N/A	191	N/A	N/A	58	N/A	N/A	54
<b>Households with at least one Adult &amp; one Child</b>												
# Households	117	113	104	34	30	50	85	83	64	0	0	0
# Persons (Adults & Children)	349	342	322	116	100	161	233	240	181	0	0	0
# Children (<18)	N/A	N/A	230	N/A	N/A	100	N/A	N/A	101	N/A	N/A	0
# Persons Adults	N/A	N/A	122	N/A	N/A	61	N/A	N/A	61	N/A	N/A	0
# Young Adults 18-24 years old	N/A	N/A	43	N/A	N/A	18	N/A	N/A	25	N/A	N/A	0
# Adults 25+ years old	N/A	N/A	79	N/A	N/A	43	N/A	N/A	36	N/A	N/A	0
<b>Households with only Children (Age 17 and under)</b>												
# Households	2	13	11	10	13	9	2	0	2	0	0	0
# Children (<18)	2	13	11	10	13	9	2	0	2	0	0	0
<b>Unaccompanied Youth Households</b>												
# Unaccompanied Youth Households	N/A	N/A	55	N/A	N/A	29	N/A	N/A	18	N/A	N/A	0
# Unaccompanied Youth	N/A	N/A	55	N/A	N/A	29	N/A	N/A	18	N/A	N/A	0
# Unaccompanied Youth <10	N/A	N/A	11	N/A	N/A	9	N/A	N/A	2	N/A	N/A	0
# Unaccompanied Youth 10-24	N/A	N/A	44	N/A	N/A	20	N/A	N/A	16	N/A	N/A	0
<b>Parenting Youth Households</b>												
# Parenting Youth Households	N/A	N/A	33	N/A	N/A	11	N/A	N/A	22	N/A	N/A	0
# Persons in Parenting Youth Households	N/A	N/A	44	N/A	N/A	33	N/A	N/A	36	N/A	N/A	0
# Parenting Youth (youth parents only)	N/A	N/A	33	N/A	N/A	15	N/A	N/A	24	N/A	N/A	0
# Parenting Youth <18	N/A	N/A	3	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
# Parenting Youth 18-24	N/A	N/A	30	N/A	N/A	15	N/A	N/A	24	N/A	N/A	0
# Children w/Parenting Youth (children <18 w/parents <25)	N/A	N/A	55	N/A	N/A	24	N/A	N/A	43	N/A	N/A	0
<b>Chronically Homeless</b>												
# Chronically Homeless Individuals	54	57	57	33	42	17	19	27	19	21	15	19
# Chronically Homeless Families	0	0	1	0	5	4	0	0	0	0	0	0
<b>Other Homeless Subpopulations</b>												
Severely Mentally Ill	119	84	104	75	41	62	75	34	28	24	9	14
Chronic Substance Abuse	59	65	36	25	56	19	19	21	13	14	5	7
Persons with HIV/AIDS	5	0	0	4	3	1	2	0	0	0	0	0
Total under the last # of persons with a disability (includes those with co-occurring disabilities)	207	204	146	116	81	82	106	55	51	27	24	20
Victims	21	24	37	12	6	18	28	17	10	7	7	1
Victims of Domestic Violence	19	69	27	10	35	21	15	46	1	5	0	0

# CGP APPLICATION 2018



CITY OF ALLENTOWN  
CONSOLIDATED GRANTS PROGRAM  
January 1, 2016 - December 31, 2018

**APPLICATION CHECKLIST**

Please submit a digital copy of your application, sent to [HUD.Grants@allentownpa.gov](mailto:HUD.Grants@allentownpa.gov). Should you not want to email your IRS 990 report or Single Audit, you may hand deliver to 435 Hamilton Street, Allentown, PA 18101 -- Floor 3 Community and Economic Development. Check below that your application is complete.

- ☐ Section I. Basic Information Form and Proposal Summary
- ☐ Section II. Project Narrative
- ☐ Section III. Agency Information
- ☐ Section IV. Plan for Monitoring and Recordkeeping
- ☐ Section V. Budget Request Forms
  - A. ☐ Program Budget
  - B. ☐ Budget Narrative
  - C. ☐ Listing of Other Resources
  - D. ☐ Funding Commitment Letters
  - E. ☐ Organization Budget Summary
  - F. ☐ Organization Budget and Sources of Revenue
- ☐ Section VI. Standard Required Documents
  - A. ☐ IRS 501 (c) Determination Letter
  - B. ☐ Single Audit
  - C. ☐ List of Board Members
  - D. ☐ Most recent IRS 990 report
- ☐ Section VII. Statement of Increased Services Due CDBG Funding  
(only if applicable)

Reminder: All applications must be received by October 16, 2017 at 4:00pm.

**PLEASE DOUBLE CHECK YOUR SUBMISSION TO ENSURE IT IS COMPLETE.**

CITY OF ALLENTOWN  
CONSOLIDATED GRANTS PROGRAM  
REQUEST FOR PROPOSALS CRITERIA  
January 1, 2018 – December 31, 2018

**INTRODUCTION**

Each year, the City of Allentown receives funding from the United States Department of Housing and Urban Development (HUD) through the Community Development Block Grant Program (Title I of the Housing and Community Development Act of 1974, as amended), the Emergency Solutions Grants Program (Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH Act) of 2009, as amended), and the HOME Investment Partnerships Program (Title II of the National Affordable Housing Act of 1990, as amended).

The primary objective of the Community Development Block Grant (CDBG) Program is the development of viable urban communities, by providing decent housing and a suitable living environment as well as expanding economic opportunities, principally for persons of low and moderate income. The City utilizes these funds primarily for the revitalization of low and moderate income neighborhoods through the rehabilitation of the existing housing stock and physical improvements to public facilities. In addition, the City funds economic development activities and human services which complement the usual "bricks and mortar" approach to revitalization. This strategy is to ensure that all of the needs of neighborhood residents are being addressed.

Emergency Solutions Grants (ESG) Program funds may be used for street outreach, emergency shelter, homelessness prevention and rapid re-housing assistance. Finally, included among the objectives of the HOME Investment Partnerships (HOME) Program is the expansion of the supply of decent and affordable housing for low- and very low-income households and the strengthening of partnerships among all levels of government and the private sector, including for-profit and non-profit organizations in the production and operation of affordable housing. For HOME program applicants, please submit additional supplemental application as required.

**ELIGIBILITY CRITERIA**

**Proposed CDBG activities must meet the following criteria:**

1. The beneficiaries of the proposed activities must be residents of the City of Allentown with annual incomes at or below 80 percent of the area median (please see Attachment I for income guidelines).
2. The proposed activities must be an eligible use of CDBG funds as defined by federal regulations (24 CFR 570 Subpart C).
3. The proposed activities must be directed towards improving the community's public services and facilities including, but not limited to, those concerned with the housing, employment, crime prevention, education, welfare, energy conservation or recreation needs of low and moderate income residents of the City.
4. For new programs, public service agencies receiving funds for a particular program must document that the proposed activity is either a new service or a 40 percent

increase in the level of service above that which was provided during the 12 calendar months preceding the grant period.

**Proposed ESG activities must meet the following criteria:**

1. The beneficiaries of the proposed activities must be residents of the City of Allentown who are homeless or at-risk of becoming homeless.
2. The proposed activities must be an eligible use of ESG funds as defined by federal regulations (24 CFR 576). The City will only fund Shelter Operations and Rapid Re-Housing programs at this time.

**Proposed HOME activities must meet the following criteria:**

1. The beneficiaries of the proposed activities must be residents of the City of Allentown with annual incomes at or below 80 percent of the area median for homeowner programs. For rental programs, the beneficiaries must be residents of the City of Allentown with annual incomes at or below 60 percent of the area median (please see Attachment I for income guidelines).
2. The proposed activities must be an eligible use of HOME funds as defined by federal regulations (24 CFR 92 Subpart E).
3. Proposed activities must be directed towards housing rehabilitation, tenant based assistance, assistance to homebuyers, acquisition of housing and new construction of housing. Funding may also be used for other necessary and reasonable activities related to the development of affordable housing.
4. At least 15 percent of HOME funds must be set aside for Community Housing Development Organizations (CHDOs). A CHDO is a not-for-profit, community-based organization that has, or intends to retain, staff with the capacity to develop affordable housing for the community it serves. The organization must be controlled by, and provide service to, low-income communities (i.e., a majority of the households have annual incomes at or below 80 percent of the area median income). Only projects in which the CHDO acts as a developer, sponsor and/or owner of housing is eligible for set aside activities.
5. Please complete supplemental HOME program application in addition to this application.

**All applications, regardless of funding source, must meet the following criteria:**

1. The proposed activities must be carried out in a cost-effective manner.
2. The proposed activities must include in a significant flow of funds from other public or private sources.
3. The proposed activities must have broad-based community support which may be demonstrated by letters of support.

4. The proposed activities must address Priorities and Goals listed in the City's Consolidated Plan for the period July 1, 2015 to June 30, 2020.
5. The proposed activities must not duplicate other services in operation or known to be in development.
6. The sponsoring organization must have the experience and expertise to meet the proposed objectives in the defined time period.
7. The sponsoring organization must have the fiscal accountability and the commitment of other resources necessary to accomplish the proposed objectives.
8. The sponsoring organization must have established the necessary linkage with other organizations to meet the proposed objectives.
9. The sponsoring agency must be a charitable organization, as determined by the Internal Revenue Services under Section 501(c).

CITY OF ALLENTOWN  
CONSOLIDATED GRANTS PROGRAM  
January 1, 2015 – December 31, 2018

PROPOSAL FORMAT

Organizations requesting funds under the City of Allentown's Consolidated Grants Program must address the items below. Please be brief and concise. Format must follow this guideline.

- I. Basic Information Form and Proposal Summary (one page each) – Please complete the attached forms. Keep in mind that complete applications are reviewed by the City staff most involved in the application process. The remaining staff involved in the process as well as elected officials review only the proposal summary. Therefore, we recommend you summarize your proposal in the most complete and succinct manner possible. City staff will not edit the Proposal Summary.
- II. Project Narrative (three page maximum)
  - A. Need/Problem to be addressed – Demonstrate the need for the program. Support this description with facts and statistics, indicating their sources. Identify the problems the program (NOT YOUR AGENCY) will address – note specifically how this is consistent with priorities and goals outlined in the Consolidated Plan for 2015 – 2020 (Strategic Plan section). You must specifically document which Priority and goal the program will address and give a detailed description explaining how the Priority will be addressed and the outcome to be documented/achieved.
  - B. Population/Area Served – discuss the population and the area to be served.
  - C. Statement of Outcome Based Objectives – Briefly state the purpose of the program. Outline the specific outcome based objectives that you hope to accomplish during the grant year. These objectives must be quantifiable whenever possible. These objectives form the basis of your contract and performance will be measured against these objectives. Describe how your outcomes will specifically address a Priority identified in the Consolidated Plan for 2015 – 2020 (Strategic Plan section).
- III. Agency Information (two page maximum)
  - A. Background – Include the length of time the agency has been in operation, the date of incorporation, the purpose of the agency and the type of corporation. Describe the type of services provided, the agency's capabilities, the number and characteristics of clients served and license to operate (if appropriate)
  - B. Key Personnel – Briefly describe the Agency's existing staff positions and qualifications, and state whether the agency has a personnel policy manual with an affirmative action plan and grievance procedure.
  - C. Any other additional information.

IV. Plan for Monitoring or Recordkeeping (two page) -- Briefly state what steps will be taken to monitor and evaluate the objectives noted in Section II.D. **In particular, the City is interested in the long-term impact of the program and how the sponsoring organization will measure the impact.** In addition, the City is required by HUD to monitor and evaluate a subrecipient's performance. The City's requirements for recordkeeping by a subrecipient vary with each program due to the diverse nature of the activities. However, the minimum requirements of all subrecipients are included as Attachment II. Please discuss how your agency will monitor and keep records for the particular program for which you seek funding.

V. Budget Request Forms

- A. Complete the Attached Program Budget Form. For each line item, **round to the nearest whole dollar.**
- B. Include a Budget Narrative that specifically explains each line item.
- C. Include a listing of Other Resources for the program, by source and amount. Please indicate whether each funding source is committed or pending. Include letters of commitment for funding sources which are committed.
- D. Funding Commitment Letters
- E. Complete the attached Organizational Budget Summary.
- F. Include a copy of the organization's budget and sources of revenue for the fiscal year 2019. **PLEASE INCLUDE SALARIES FOR EACH STAFF PERSON IN THE ORGANIZATION, NOT GROUPED TOGETHER**

VI. Other Required Documents and Forms

- A. IRS 501(c) determination letter
- B. Copy of the most recent audit along with the management letter (one copy)
- C. List of Board members
- D. Copy of most recent IRS 990 report.

VII. Letter of New Services or Increased Services Due to CDBG Funding for Public Services (**only required for public service agencies not funded in the previous program year**).

If your organization is applying for CDBG funding for the **first time to support a public service activity**, your application must include either a letter indicating that CDBG will be used

- to support a new program;
- or
- to afford a quantifiable increase in the program's service of at least 40 percent.

In addition, please state in the letter that CDBG funding will not be used to replace other local government funding (city, state or federal).

CITY OF ALLENTOWN  
CONSOLIDATED GRANTS PROGRAM  
January 1, 2016 - December 31, 2018

SECTION I - BASIC INFORMATION FORM

APPLICANT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
ORGANIZATION DUNS NUMBER: \_\_\_\_\_  
FAX NUMBER: \_\_\_\_\_  
EXECUTIVE DIRECTOR: \_\_\_\_\_  
ORGANIZATION BOARD PRESIDENT: \_\_\_\_\_  
ORGANIZATION CONTACT PERSON: \_\_\_\_\_  
E-MAIL OF CONTACT PERSON: \_\_\_\_\_  
PROGRAM/PROJECT TITLE: \_\_\_\_\_  
PRIMARY PROGRAM/PROJECT LOCATION: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
AMOUNT OF FUNDS REQUESTED: \$ \_\_\_\_\_  
AMOUNT OF OTHER FUNDS NEEDED/AVAILABLE: \$ \_\_\_\_\_  
TOTAL PROGRAM/PROJECT BUDGET: \$ \_\_\_\_\_  
AUTHORIZED SIGNATURE: \_\_\_\_\_  
NAME AND TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_

PROPOSAL SUMMARY

(Please limit summary to this page only)

NAME OF AGENCY:

NAME OF PROGRAM:

SUMMARY OF PROGRAM:

AMOUNT OF FUNDS REQUESTED:

\$ \_\_\_\_\_

AMOUNT OF OTHER FUNDS NEEDED/AVAILABLE:

\$ \_\_\_\_\_

TOTAL PROGRAM/PROJECTED BUDGET:

\$ \_\_\_\_\_

Please Do Not Double Side this page



SECTION 7 A PROGRAM BUDGET (Whole Dollars Only)		(A) Program Total (A)=(B)+(C)	(B) Funds Requested	(C) Other Resources*
<b>PERSONNEL</b>				
Salaries -- list by position				
Payroll Taxes				
Social Security				
Unemployment Insurance				
Benefits				
Health				
Pension				
<b>Sub-Total</b>				
<b>OPERATIONS</b>				
Rent/Mortgage				
Utilities				
Telephone				
Insurance				
Office Supplies				
Program Supplies				
Maintenance Supplies				
Postage				
Professional Service Fees				
Training and Development				
<b>Sub-Total</b>				
<b>EQUIPMENT PURCHASE/RENTAL</b>				
<b>Sub-Total</b>				
<b>Total</b>				

\*List Other Resources by Source and Amount.

# ORGANIZATIONAL BUDGET SUMMARY

	2015-2016*	2017*	2018*
1. Total Expenses			
2. Total Income			
3. Surplus/Deficit			

Explain any major differences between income and expenses.

Please attach a copy of complete agency budget and sources of revenue for 2018 fiscal year. PLEASE INCLUDE A LISTING OF SALARIES OF ALL PROGRAM STAFF.

\*Organization's Fiscal Year: From \_\_\_\_\_ (Month) \_\_\_\_\_ (Month)

CITY OF ALLENTOWN  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
LOW AND MODERATE INCOME GUIDELINES  
2017

FAMILY SIZE	MAXIMUM GROSS FAMILY INCOME 80% AMI
1	\$41,100
2	\$47,000
3	\$52,850
4	\$58,700
5	\$63,400
6	\$68,100
7	\$72,800
8	\$77,500

ATTACHMENT I

#### MINIMUM STANDARDS FOR MONITORING AND RECORDKEEPING

- I. All programs must be designed to meet the needs of low and moderate income residents of the City. All subgrantees are required to document basic information on the clientele served, including income documentation. In general, income verification can consist of certifications signed by the client, copies of income tax returns, medical assistance cards or pay stubs. The specific requirements will vary depending upon the source of federal funds and the type of activity. All income documentation must be maintained by the agency in confidence.
- II. The subgrantee is required to submit monthly progress reports prior to the distribution of any funds.
- III. The subgrantee is required to allow periodic site visits by City staff to review project progress, effectiveness and contract compliance.

ATTACHMENT II

CITY OF ALLENTOWN  
CONSOLIDATED GRANTS PROGRAM APPLICATION

Rating Criteria and Explanations

1. Need/Extent of the Problem (20 points)

- a. The extent of the need for the project. Has the applicant demonstrated the need in a satisfactory manner? (10 points maximum)
  - i. 10 points - Response is complete - applicant has used current statistics and cited their source. The need is demonstrated for Allentown. Applicant's perception of demonstration of need is plausible and reviewer are not surprised or conflicted with proposal.
  - ii. 7 points - Incomplete response. Statistics are outdated and/or unrelated to Allentown.
  - iii. 4 points - Response does not use statistics or citations and evidence is univalent to question.
  - iv. 0 points - Response does not answer question and/or no response.

\_\_\_\_\_ Points

b. The applicant has documented consistency with the Consolidated Plan (5 points)

- i. 5 points - Response has cited strategy and means of satisfying needs of Consolidated Plan.
- ii. 3 points - Response does cite strategy, but does not correlate with Consolidated Plan.
- iii. 0 points - Response does not answer question and/or no response.

\_\_\_\_\_ Points

c. The applicant describes the population served in a satisfactory manner (5 points)

- i. 5 points - Response clearly defines the population/beneficiaries served and specifically states where they reside.
- ii. 3 points - Response defines the population/beneficiaries served or states where they reside, but does not answer both.
- iii. 0 points - Response does not answer question and/or no response.

\_\_\_\_\_ Points

Total Points for Section 1: \_\_\_\_\_

2. Soundness of Approach/Outcomes (20 points);

- a. The applicant has submitted clearly defined outcome based objectives (10 points)
  - i. 10 points – Response clearly defines outcome based objectives, as they demonstrate an end result. (Example – test scores)
  - ii. 7 points – Response has outcome based objectives, but they do not support need of program.
  - iii. 4 points – Response has process based objectives, but can be modified to create outcomes.
  - iv. 0 points – Response does not provide objectives to be measured.

\_\_\_\_ Points

- b. The outcomes are quantifiable (6 points)
  - i. 6 points – Response defines specific number of CDBG eligible participants/beneficiaries to be served in program.
  - ii. 3 points – Response defines number of participants and beneficiaries served, but does not state if they are CDBG eligible.
  - iii. 0 points – Response does not provide participants and beneficiaries served.

\_\_\_\_ Points

- c. The outcomes are measurable (4 points)
  - i. 4 points – Response demonstrates that outcomes are measurable and the agency has ability to fulfill outcomes.
  - ii. 2 points – Response demonstrates there are outcomes but an ability to fulfill or outcomes are not measurable.
  - iii. 0 points – Response does not provide outcomes.

\_\_\_\_ Points

Total Points for Section 2 \_\_\_\_\_

2. Capacity of the applicant and relevant organizational staff and/or volunteers (10 points)

a. The scope, extent and quality of the applicant's experience in providing the services of the proposed program/project (6 points)

- i. 6 points - Response provides evidence that staff/volunteers have more than nine years of experience (combined).
- ii. 4 points - Response provides evidence that staff/volunteers have more than five years of experience, but less than ten years (combined).
- iii. 0 points - Response provides evidence that staff/volunteers have less than five years of experience (combined).

\_\_\_\_ Points

b. The extent to which the applicant's staff are qualified to provide the services provided (5 points)

- i. 5 points - Response shows staff/volunteers are trained to provide services for program/project and will continue education to further methods/techniques used.
- ii. 3 points - Response shows staff/volunteers are trained to provide services for program/project, but there is no evidence of continuing education.
- iii. 0 points - Response provides no evidence of education or experience with staff/volunteers.

\_\_\_\_ Points

c. The applicant provides evidence of a personnel manual that includes an affirmative action plan, equal employment opportunity statement, drug-free workplace statement, and a grievance procedure (2 points)

- i. 2 points - Yes, there is a response for each.
- ii. 1 points - There is evidence for at least one, but not all.
- iii. 0 points - Response provides no evidence of personnel manual that includes an affirmative action plan, equal employment opportunity statement, drug-free workplace statement, and a grievance procedure.

\_\_\_\_ Points

d. The applicant's audit clearly demonstrates the applicant's fiscal capability (5 points)

- i. 5 points - Response provides a clear audit and has a sound fiscal policy. There were no findings within the audit report.
- ii. 3 points - Response provides an audit with minor management issues and concerns/weaknesses to be addressed.
- iii. 0 points - Response provides an audit with significant management issues and at least one finding to be addressed.

\_\_\_\_ Points

Total Points for Section 5 \_\_\_\_\_

4. Monitoring and Recordkeeping (10 points)

a. The applicant has a clearly defined plan for monitoring and recordkeeping (5 points)

- i. 5 points – Yes.
- ii. 0 points – No

\_\_\_\_ Points

b. The applicant has demonstrated adequate capacity for necessary recordkeeping including documented measurable outcomes (5 points)

- i. 5 points – Response provides evidence the staff/volunteers have skill set to accurately record and keep appropriate records.
- ii. 0 points – Response does not provide evidence of how staff/volunteers will accurately record and keep appropriate records.

\_\_\_\_ Points

**Total Points for Section 4** \_\_\_\_\_



5. Leveraging Resources (20 points)

- a. The extent of the applicant's activities in the community, including previous experience in serving the area where the program/project is located, the applicant's demonstrated ability to enlist volunteers and evidence of community support (10 points)

- i. 10 points – Response provides a history of working with community where program/project is proposed. Response provides evidence of ability to enlist volunteers. Response provides evidence of support from community. (Support letters dated no earlier than the current year).
- ii. 7 points – Response provides a history of working with community where program/project is proposed. Response provides evidence of ability to enlist volunteers. Response does not provide any evidence of support from community.
- iii. 4 points – Response provides no history of working with community where program/project is proposed. Response provides evidence of working in similar community.
- iv. 0 points – Response provides no history of working with community where program/project is proposed. There is no evidence of working in a similar community.

Points

- b. The extent of the applicant's ability to raise additional funds for the program/project (10 points)

- i. 10 points – Response has documented that CDBG funds will provide less than 25 percent of program/project costs. Response also provides documentation of other resources committed to the program/project.
- ii. 7 points – Response has documented that CDBG funds will provide more than 25 percent, but less than 50 percent of program/project costs. Response also provides documentation of other resources committed to the program/project.
- iii. 4 points – Response has documented that CDBG funds will contribute to program/project costs. Response does not state any other resources committed to the program/project.
- iv. 0 points – Response has documented that CDBG funds will solely contribute to program/project cost.

Points

Total Points for Section 5 \_\_\_\_\_

6. Comprehensiveness and Coordination (10 points)

- a. The extent to which the applicant coordinated its applications with other organizations to complement and/or support the proposed program/project. (5 points)

- i. 5 points – Response provides evidence that program/project collaborates and cooperates with other service providers.
- ii. 0 points – Response provides no evidence that program/project will collaborate and cooperate with other service providers.

\_\_\_\_ Points

- b. The extent to which the applicant addresses a need not being met by other agency. Is the agency duplicating another program? (5 points)

- i. 5 points – Response provides evidence that there is a need for the program/project and there is no other agencies which currently provide similar program/project.
- ii. 0 points – Response provides evidence that there is a need for the program/project, but another agency provides a similar program/project.

\_\_\_\_ Points

Name of other Agency & Program \_\_\_\_\_

Total Points for Section 6 \_\_\_\_\_

Application Points Total \_\_\_\_\_

**CITY OF ALLENTOWN - CONSOLIDATED GRANTS PROGRAM  
2016 STANDARD RATING FORM**

Organization Name	Project Name		
Location of Project	Funding Requested		
Rating Factors and Bonus Points			
1. Need/Extent of the Problem (20 POINTS)			Points
A. The extent of the need for the project. Has Applicant demonstrated the need in a satisfactory manner?		15 points	
B. The Applicant has documented consistency with Consolidation Plan Priorities.		5 points	
C. The Applicant has described the population to be served in a satisfactory manner.		5 points	
2. Soundness of Approach/Outcomes (20 POINTS)			
A. The Applicant has submitted clearly defined outcome based objectives.		15 points	
B. The outcomes are quantifiable.		5 points	
C. The outcomes are measurable.		4 points	
3. Capacity of the Applicant and Relevant Organizational Staff (20 POINTS)			
A. The scope, extent and quality of the applicant's experience in providing the services of the proposed program/project.		8 points	
D. The extent to which the applicant's staff is qualified to provide the services proposed.		5 points	
E. The applicant has a personnel manual with an affirmative action plan and grievance procedure.		2 points	
D. The audit clearly demonstrates the applicant's fiscal capability. (Ability to manage funds)		5 points	
4. Monitoring and Recordkeeping (10 POINTS)			
A. The applicant has a clearly defined plan for monitoring and recordkeeping.		5 points	
B. The applicant has demonstrated adequate capacity for necessary recordkeeping including documented measurement outcomes		5 points	
5. Leveraging Resources (20 POINTS)			
A. The extent of the Applicant's activities in the community, including previous experience in serving the area where the program/project is located, the applicant's demonstrated ability to attract volunteers and evidence of community support of the program/project?		10 points	
B. The extent of the applicant's ability to raise additional funds for the program/project.		10 points	
6. Comprehensiveness and Coordination (10 POINTS)			
A. The extent to which the Applicant coordinated its application with other organizations to complement and/or support the proposed program/project.		5 points	
B. The extent to which the Applicant addresses a need not being met by another agency/program. Is the program duplicated?		5 points	
Deduction Points - Lateness		(10)	
Deduction Points - Incomplete Application		(10)	
Total Base Points		100	
TOTAL POINTS			

701A

## RESALE/RECAPTURE

City of Allentown  
HOME Investment Partnerships Program  
**RESALE/RECAPTURE GUIDELINES**  
Updated May 13, 2016

**RESALE/RECAPTURE RESTRICTIONS**

HOME-assisted units carry occupancy restrictions for varying lengths of time, known as the affordability period. The HOME Program requires a minimum affordability period for all projects receiving HOME funds, depending on the amount of HOME funds invested in each unit and the type of activities performed using HOME funds. The HOME-assisted housing must meet the affordability requirements for not less than the applicable period specified in the following table, beginning after project completion.

Homeownership assistance HOME amount per unit	Minimum period of affordability in years
Under \$15,000	5
\$15,000 to \$40,000	10
Over \$40,000	15

To ensure affordability, the City of Allentown must impose either resale or recapture requirements as its option. Community Housing Development Organization's (CHDO) and non-profit housing developers providing Acquisition/Rehabilitation/Resale, and New Construction activities will use resale provisions. In the event the City will budget HOME funds for the City's Down Payment and Closing Cost assistance program, (Community Partnership Program), this program will use a recapture provision.

**Resale**

This option ensures that the HOME assisted units remain affordable over the entire affordability period. The Resale method is used in cases where HOME funding is provided directly to the developer to reduce development costs, thereby making the price of the home affordable to the buyer. Referred to as a "Development Subsidy", these funds are not repaid by the developer to the Participating Jurisdiction (City of Allentown), but remain with the property for the length of the affordability period.

**Notification to Prospective Buyers:** The resale policy is explained to the prospective homebuyer(s) prior to signing a contract to purchase the HOME assisted unit. The

prospective homebuyer(s) sign an acknowledgement that they understand the terms and conditions applicable to the resale policy as they have been explained.

**Enforcement of Resale Provisions:**

The resale policy is enforced through the use of a Mortgage/Deed restriction. This restriction will specify:

1. The length of the affordability period (based on the amount of HOME funds invested in the unit; either 5, 10 or 15 years);
2. That the home remain the Buyer's principal residence throughout the affordability period;
3. The conditions and obligations of the Owner should the Owner wish to sell before the end of the affordability period, including:
  - a. The Owner must contact the City of Allentown Department of Community and Economic Development's HUD Grants Manager, in writing, if intending to sell the home prior to the end of the affordability period.
  - b. The subsequent purchaser must be low income, which is defined by HUD as household income at or less than 80% of the Area Median Income (AMI), and occupy the home as his/her primary residence for the remaining years of the affordability period. (However, if the new purchaser receives direct assistance through a HOME-funded program, the affordability period will be re-set according to the amount of assistance provided); and
  - c. The sales price must be affordable to the subsequent purchaser; affordable is defined as limiting the Principal, Interest, Taxes and Insurance (PITI) amount to no more than 30 % of the new purchaser's monthly income.

**Fair Return on Investment:** The City of Allentown will administer its resale provisions by ensuring that the owner receives a fair return on investment and that the home will continue to be affordable to a specific range of incomes. Fair Return on Investment means the total homeowner investment which includes the total cash contribution plus the approved capital improvements credits, plus the increased value per the Housing Price Index as described below:

1. The amount of the down payment;
2. The cost of any capital improvements, documented with receipts provided by the homeowner, including but not limited to:
  - a. Any additions to the home such as bedroom, bathroom or garage;
  - b. Replacement of heating, ventilation, and air conditioning systems;

- c. Accessibility improvements such as bathroom modifications for disabled or elderly, installation of wheel chair ramps and grab bars, any and all of which must have been paid directly by the Owner and which were not installed through a federal, state, or locally funded grant program; and
- d. Outdoor improvements such as a new driveway, walkway, retaining wall or fence.

NOTE: All capital improvements will be visually inspected to verify their existence.

- 3. The percentage of change as calculated by the Housing Price Index (HPI) Calculator of the Federal Housing Finance Agency. The HPI Calculator is currently located at [www.fhfa.gov/DataTools/Tools/Pages/HPI-Calculator.aspx](http://www.fhfa.gov/DataTools/Tools/Pages/HPI-Calculator.aspx) and projects what a given house purchased at a point in time would be worth today if it appreciated at the average appreciation rate of all homes in the area. The calculation should be performed for the Allentown-Bethlehem-Easton PA-NJ Metropolitan Statistical Area (MSA).

**Affordability to a Range of Buyers:** The City will ensure continued affordability to a range of buyers, particularly those whose total household incomes do not exceed 80 percent of the Area Median Income (AMI).

Sales prices shall be set such that the amount of Principal, Interest, Taxes and Insurance does not exceed 30 percent of the new Buyer's annual income.

#### Example:

A home with a 10-year affordability period was purchased six years ago by a person (the "original homeowner") who now wishes to sell. The original homeowner's mortgage was \$52,250 at 6.75% interest for 30 years, and has made payments for 72 months. The current mortgage balance is \$48,270. The principal amount paid down so far is \$3,980.

#### Calculating Fair Return on Investment

**Down Payment:** The original homeowner was required to put down \$1,000 in earnest money at the signing of the sales contract.

**Cost of Capital Improvements:** The original homeowner had a privacy fence installed four years ago at the cost of \$1,500 and has the receipts to document the improvement. A visual inspection confirmed the fence is still in place.

Percentage of Change: The original purchase price for the home was \$55,000 and the amount of developer subsidy was \$25,000, thus requiring the 10 year affordability period.

For the purpose of using the Federal Housing Agency's Housing Price Index calculator, the home was purchased in the third quarter of 2009 and will be calculated using the most recent quarter available, 2nd Quarter 2105. Using the Housing Price Index Calculator, the house would be worth approximately \$61,112. (not the true figure, just for illustrative purposes)

#### Calculating the Fair Return to the Original Owner

Down Payment	\$1,000
Capital Improvements	\$1,500
Principal Paid	\$3,980
Increase in value per HPI	<u>\$6,112</u>
	\$12,592 Fair Return on Investment

In order to realize a fair return to the original homeowner, the sales price must be set at roughly \$61,000 (i.e. \$55,000 [\$3,980 in principal payments made plus remaining mortgage balance of \$48,270] + \$1,000 down payment + \$1,500 capital improvements plus \$6,112 HPI increase = \$60,862).

Affordability for a range of buyers. If the original homeowner sets the sales price at \$61,000 to get a fair return on investment, and if current (2015) assumptions are used for front/back ratios, interest rates, insurance, taxes, and 80% Loan to Value (LTV) Ratio, etc, the monthly PITI would be approximately \$483.

The PITI of \$483 could, in theory, be supported by an annual household income of a household under 80% AMI and not exceed 30% of the subsequent homeowner's monthly income.

The affordability period would end in four years and the subsequent homeowner could sell the property to any buyer at any price.

#### Recapture

In the event the City of Allentown would fund downpayment and closing cost assistance using HOME funds, which is considered to be a direct subsidy, the following policy would apply.

The City of Allentown's downpayment and closing cost assistance program, if funded, could provide up to \$4,000 in downpayment and closing cost assistance to eligible first



time for rebuyers with incomes that do not exceed 80% of the AMI. Monthly principal and interest payments are not required. The repayment restriction will be recorded as a second or third mortgage on the property that will only be due and payable upon sale of the property within the first five years of ownership.

1. For the first five years after the first time homebuyers' purchase, any resale will require 100% of the HOME subsidy dollars committed to the unit, plus the cost of satisfying the lien placed on the property. No interest or penalties will be assessed.

The amount recaptured during the first five years will be taken out of the sales proceeds net of settlement costs and first mortgage pay off.

2. The City will not provide over \$15,000 in HOME subsidy for the downpayment and closing cost program. Therefore, the affordability period will never exceed five years.



**CITY OF ALLENTOWN  
EMERGENCY SOLUTIONS GRANT PROGRAM  
STANDARD POLICIES**

Updated August 2016



The City of Allentown has established the following standards for the Emergency Solutions Grant Program. At this time, the City will fund Emergency Shelter operations and Rapid Re-housing Programs, based on community needs and input from our provider partners. Therefore, the following information contains the standards for those two programs. If, at a future date, additional programs are funded, those standards will be added.

## **Standard Policies for Emergency Shelters**

### **Admission**

1. The City of Allentown requires that all admissions to ESG funded programs, (Emergency Shelter or Rapid Re-housing) must be homeless as defined by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act.
2. ESG funded programs may accept community referrals, referrals from Lehigh County's Office of Children and Youth Services Family Preservation Program, referrals from other government and non-profit agencies and individuals and families who self present (without referrals from any agency)

### **Priority**

Priorities for admission should be based on availability of beds and length of time on the waiting list.

### **Evaluation**

1. Subrecipients must conduct an initial evaluation to determine eligibility for assistance and the amounts and type of assistance the individual or family needs to regain stability in permanent housing.

### **Length of Stay**

1. All emergency shelter programs may allow for a varied length of stay, however, each shelter must allow for an extension of stay for special circumstances including, but not limited to  
Working to save money for permanent housing; and/or  
Availability of decent, safe and sanitary housing.

### **Safeguards**

1. All emergency shelters must enforce their safeguards to protect the safety of their populations, including special populations such as victims of domestic violence, dating violence, sexual assault and stalking. Minimum safeguards should include confidentiality of personal information about residents/guests and policies about who may physically be allowed entrance into the shelter areas.

### **Non-Discrimination**

1. All programs and services must be available to all on a non-discriminatory basis, regardless of race, color, religion, sex, age, national origin, familial status or disability, for those who may qualify for the facilities and services the agency provides.

#### Coordination Among Providers

1. All emergency shelter programs must work to connect residents/guests to community services, including but not limited to essential services providers, rapid re-housing providers, mainstream service providers and housing providers such as those noted below (not an all inclusive list), where appropriate
  - a. Proper identification
  - b. Medical cards
  - c. Public housing programs
  - d. Housing programs which receive tenant based or project based rental assistance
  - e. Supportive Housing for Persons with Disabilities
  - f. HOME Investment Partnerships Programs housing projects
  - g. Temporary Assistance for Needy Families (TANF)
  - h. Supplemental Nutrition Programs
  - i. Women, Infants and Children (WIC)
  - j. Social Security Disability Insurance (SSDI)
  - k. Supplemental Security Income (SSI)
  - l. Health Center Programs
  - m. State Children's Health Insurance Programs
  - n. Head Start
  - o. Mental Health and Substance Abuse Programs
  - p. Food Pantries
  - q. Job Centers
  - r. Education Programs
  - s. Transportation Services
2. All emergency shelter programs must document those steps taken to connect residents/guest to services and the outcomes of those connections/referrals

#### Communication

3. The subrecipient agencies must take appropriate steps to ensure effective communication with persons with disabilities.

#### Discharge

The ultimate goal of funding emergency shelter programs is to discharge to permanent housing

1. All subrecipients should document (to the best of their ability) where resident/guests opt to live after discharge

2. All subrecipients must follow their termination policies if residents/guests are asked to leave prior to completing their program
3. All subrecipients must offer written termination policies to each resident/guest upon arrival at the shelter. These policies must contain the subrecipients appeal process for the termination of services.
4. All terminations must be properly documented in the resident/guest files.

#### **Habitability**

All shelters must meet minimum Habitability standards and must be inspected by the City of Allentown on a yearly basis

1. All units must be lead safe
2. Structure and materials-The shelter building must be structurally sound to protect residents from the elements and not pose any threat to health and safety of the residents. Any renovation (including major rehabilitation and conversion) carried out with ESG assistance must use Energy Star and WaterSense products and appliances.
3. Access-The shelter must be accessible in accordance with Section 504 of the Rehabilitation Act and implementing regulations.
4. Space and security-Except where the shelter is intended for day use only, the shelter must provide each program participant in the shelter with an acceptable place to sleep and adequate space and security for themselves and their belongings.
5. Interior air quality Each room or space within the shelter must have a natural or mechanical means of ventilation. The interior air must be free of pollutants at a level that might threaten or harm the health of residents.
6. Sanitary facilities -Each program participant in the shelter must have access to sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste.
7. Water supply The shelter's water supply must be free of contamination.
8. Thermal environment-The shelter must have any necessary heating/cooling facilities in proper operating condition.
9. Illumination and electricity-The shelter must have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There must be sufficient electrical sources to permit the safe use of electrical appliances in the shelter.
10. Food preparation-Food preparation areas, if any, must contain suitable space and equipment to store, prepare and serve food in a safe and sanitary manner.
11. Sanitary conditions-The shelter must be maintained in a sanitary condition.
12. Fire safety-There must be at least one working smoke detector in each occupied unit of the shelter. Where possible, smoke detectors must be located near sleeping areas. The fire alarm system must be designed for hearing impaired residents. All public areas of the shelter must have at least one working smoke detector. There must also be a second means of exiting the building in the event of fire or other emergency.





## **Standard Policies for Rapid Re-Housing**

### **Admission**

3. The City of Allentown requires that all admissions to ESG funded programs, (Emergency Shelter or Rapid Re-housing) must be homeless as defined by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act.
4. ESG funded programs may accept community referrals, referrals from Lehigh County's Office of Children and Youth Services Family Preservation Program, referrals from other government and non-profit agencies and individuals and families who self present (without referrals from any agency)

### **Evaluation**

2. Subrecipients must conduct an initial evaluation to determine eligibility for assistance and the amounts and type of assistance the individual or family needs to regain stability in permanent housing. Since assistance is capped at three months (see below), there is no need for re-evaluation.
3. When determining the annual income of an individual or family, the Subrecipient should use the Section 8 Part five definition of determining income.
4. Participants income cannot exceed 50 percent of the Annual Median Income as determined by HUD.

### **Priorities**

1. Street Homeless (living in a situation that is unfit for human habitation)
  - a. Families with children
  - b. Single individuals
2. Persons/Households living in shelters with an exit date of less than 10 days
3. Persons/Households living in shelters with an exit date of more than 10 days

**Rental Assistance**-due to the limited funds that are available, the City will limit its funds to providing short term rental assistance

1. Up to three months of rental assistance
2. Security deposit and first month's rent
3. Two more subsequent months of rent

### **Rental Restrictions**

1. Rental assistance cannot be provided unless the rent does not exceed the Fair Market Rent established by HUD.

2. Rent shall equal the sum of the total monthly rent for the unit, any fees required for occupancy (other than late fees and pet fees), and if the tenant pays separately for utilities (excluding telephone) the monthly allowance for utilities established by the Allentown Housing Authority.
3. Each program participant receiving rent assistance must have a legally binding, written lease for the rental unit. The lease must be between the owner and the program participant.
4. The lease cannot be contingent on the participant receiving rental assistance.
5. The lease must have an initial term of one year.

#### **Non-Discrimination**

2. All programs and services must be available to all on a non-discriminatory basis, regardless of race, color, religion, sex, age, national origin, familial status or disability, for those who may qualify for the facilities and services the agency provides.

#### **Coordination Among Providers**

3. All programs must work to connect residents/guests to community services, including but not limited to essential services providers, rapid re-housing providers, mainstream service providers and housing providers such as those noted below (not an all inclusive list), where appropriate:
  - a. Proper identification
  - b. Medical cards
  - c. Public housing programs
  - d. Housing programs which receive tenant based or project based rental assistance
  - e. Supportive Housing for Persons with Disabilities
  - f. HOME Investment Partnerships Programs housing projects
  - g. Temporary Assistance for Needy Families (TANF)
  - h. Supplemental Nutrition Programs
  - i. Women, Infants and Children (WIC)
  - j. Social Security Disability Insurance (SSDI)
  - k. Supplemental Security Income (SSI)
  - l. Health Center Programs
  - m. State Children's Health Insurance Programs
  - n. Head Start
  - o. Mental Health and Substance Abuse Programs
  - p. Food Pantries
  - q. Job Centers
  - r. Education Programs
  - s. Transportation Services

4. All programs must document those steps taken to connect residents/guest to services and the outcomes of those connections/referrals

#### Communication

2. The subrecipient agencies must take appropriate steps to ensure effective communication with persons with disabilities.

#### Habitability

1. All rental units must meet minimum habitability standards and must be inspected by the City of Allentown prior to awarding funds to the household.
  - a. Structure and materials-The structures must be structurally sound to protect residents from the elements and not pose any threat to the health and safety of the residents
  - b. Space and security-Each resident must be provided adequate space and security for themselves and their belongings. Each resident must be provided an acceptable place to sleep.
  - c. Interior air quality-Each room or space must have a natural or mechanical means of ventilation. The interior air must be free of pollutants at a level that might threaten or harm the health of residents.
  - d. Water supply-The water supply must be free of contaminants.
  - e. Sanitary facilities-Residents must have access to sufficient sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste.
  - f. Thermal environment-The housing must have any necessary heating/cooling facilities in proper condition.
  - g. Illumination and electricity-The structure must have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There must be sufficient electrical sources to permit the safe use of electrical appliances in the structure.
  - h. Food preparation-All food preparation areas must contain suitable space and equipment to store, prepare and serve food in a safe and sanitary manner.
  - i. Fire safety
    - i. There must be a second means of exiting the building in the event of fire or other emergency.
    - ii. Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing impaired persons,

smoke detectors must have an alarm system designed for hearing impaired persons in each bedroom occupied by a hearing impaired person.

- ii. The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, community rooms, day care centers, hallways, stairwells and other common areas.

2. Lead Safety- all units must have a lead inspection completed prior to awarding funds.



OMB Control No: 2506-0117 (exp. 06/30/2018)

Annual Action Plan  
2018

Application for Federal Assistance SF-424		
* 8. Type of Applicant (Select Applicant Type): <input type="text"/>		
* 9. Type of Applicant (Select Applicant Type): <input type="text"/>		
* 10. Name of Federal Agency: United States Department of Housing and Urban Development		
11. Catalog of Federal Domestic Assistance Number: <input type="text"/>		
OFDA Title: Community Development Block Grant Program		
* 12. Funding Opportunity Number: <input type="text"/>		
* 13. Competition Identification Number: <input type="text"/>		
14. Areas Affected by Project (Cities, Counties, States, etc.): <input type="text"/>		
* 15. Descriptive Title of Applicant's Project: City of Milwaukee Community Development Block Grant		
Attach supporting documents as specified in agency instructions: <input type="checkbox"/> Financial Statements <input type="checkbox"/> Other Documents <input type="checkbox"/> Other Documents		





Application for Federal Assistance SF-424		
<div> <div> 1. Type of Submission:  <input type="checkbox"/> Prescription  <input checked="" type="checkbox"/> Application  <input type="checkbox"/> Change/Amended Application                 </div> <div> 2. Type of Application:  <input checked="" type="checkbox"/> New  <input type="checkbox"/> Continuation  <input type="checkbox"/> Revision                 </div> <div> 3. If New, what is applicant's history?  <input type="text"/>                      Other projects: <input type="text"/> </div> </div>		
5. Date Received: <input type="text"/>		4. Applicant Number: <input type="text"/>
6a. Federal Entity Identifier: <input type="text"/>		6b. Federal Agency Identifier: <input type="text"/>
State Use Only: 5. Date received by State: <input type="text"/> / 7. State Application Identifier: <input type="text"/>		
<b>8. APPLICANT INFORMATION:</b>		
8a. Legal Name: <input type="text"/>		
8b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/>		8c. Organization DUNS#: <input type="text"/>
<b>9. Address:</b>		
9a. Street: <input type="text"/>		
9b. Street2: <input type="text"/>		
9c. City: <input type="text"/>		
9d. County/Parish: <input type="text"/>		
9e. State: <input type="text"/>		
9f. Province: <input type="text"/>		
9g. Country: <input type="text"/>		
9h. Zip/Postal Code: <input type="text"/>		
<b>10. Organizational Unit:</b>		
Department Name: <input type="text"/>		Division Name: <input type="text"/>
<b>11. Name and contact information of person to be contacted on matters involving this application:</b>		
11a. First Name: <input type="text"/>		
11b. Middle Name: <input type="text"/>		
11c. Last Name: <input type="text"/>		
11d. Office: <input type="text"/>		
11e. Title: <input type="text"/>		
11f. Organizational Affiliation: <input type="text"/>		
11g. Telephone Number: <input type="text"/>		11h. Fax Number: <input type="text"/>
11i. Email: <input type="text"/>		

Application for Federal Assistance SF-424		
1. Type of Applicant: Select applicant type:		
<input type="checkbox"/> 1. City or Township Government <input type="checkbox"/> 2. County Government <input type="checkbox"/> 3. State Government <input type="checkbox"/> 4. Federal Government <input type="checkbox"/> 5. Other (specify): _____		
2. Name of Applicant: Select applicant name:		
<input type="checkbox"/> 1. City or Township Government <input type="checkbox"/> 2. County Government <input type="checkbox"/> 3. State Government <input type="checkbox"/> 4. Federal Government <input type="checkbox"/> 5. Other (specify): _____		
3. Name of Federal Agency:		
United States Department of Housing and Urban Development		
4. Catalog of Federal Domestic Assistance Number:		
19.271		
CFTA Title:		
Strengthening Sustainable Housing Production		
5. Funding Opportunity Number:		
180		
6. Organization Identification Number:		
THS:		
14. Areas Affected by Project (City, County, State, etc.):		
<input type="checkbox"/> 1. City or Township Government <input type="checkbox"/> 2. County Government <input type="checkbox"/> 3. State Government <input type="checkbox"/> 4. Federal Government <input type="checkbox"/> 5. Other (specify): _____		
15. Descriptive Title of Applicant's Project:		
City of Milwaukee Community Annual Action Plan		
Which supporting documents are required by agency instructions:		
<input type="checkbox"/> 1. Budgetary Information <input type="checkbox"/> 2. Financial Statements <input type="checkbox"/> 3. Other (specify): _____		

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant <input type="text"/>	* b. Program Code <input type="text"/>
Attach an additional list of programs for Congressional Districts if needed.	
<input type="checkbox"/> None <input type="checkbox"/> Add Attachment <input type="checkbox"/> Deletion <input type="checkbox"/> Addition	
17. Proposed Project:	
* a. Start Date: <input type="text"/>	* b. End Date: <input type="text"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text"/>
19. Is Application Subject to Review By State Under Executive Order 12872 Process?	
<input type="checkbox"/> a. This Application was made available to the State under the Executive Order 12872 Process for review on <input type="text"/>	
<input type="checkbox"/> b. Program is subject to E.O. 12872 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12872.	
20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
(If "Yes," provide explanation and attach.)	
<input type="text"/>	
21. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the "required assurances**" and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 28, Section 1001)	
<input checked="" type="checkbox"/> I AGREE	
** The list of certifications and assurances, as an Internet site where you may obtain this list, is contained in the award announcement or agency specific instructions.	
Authorized Representative:	
Name:	<input type="text"/>
First Name:	<input type="text"/>
Stating Name:	<input type="text"/>
Last Name:	<input type="text"/>
Title:	<input type="text"/>
* Title: <input type="text"/>	
Telephone Number:	<input type="text"/>
Fax Number:	<input type="text"/>
* Email: <input type="text"/>	
Signature of Authorized Representative:	<input type="text"/>
Date Signed:	<input type="text"/>

View Our Site: [Statewide](#)

OMB Control No. 2506-0117  
Expiration Date: 06/30/2018

Application for Federal Assistance SF 424			
1. Type of Application		2. Use of Application	
<input type="checkbox"/> New Application <input type="checkbox"/> Continuation <input type="checkbox"/> Renewal <input type="checkbox"/> Change of Core and Application		<input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Renewal	
3. Date Received		4. Applicant Identifier	
10/10/2018			
5. Federal Entity Identifier		6. Federal Award Identifier	
State Use Only			
7. Date Received by State		8. State Application Identifier	
9. APPLICANT INFORMATION			
10. Legal Name: City of New York			
11. Taxpayer Identification Number (TIN)		12. Organization EIN	
27-0801111		13-567890123	
13. Address			
Street:		432 Broadway Street	
Street:			
City:		New York	
County/Parish:			
State:		NY	
Province:			
Country:		USA: United States	
Zip/Postal Code:		10001	
14. Organizational Unit			
Department Name:		Division Name	
Community and Economic Development			
15. Name and contact information of person to be contacted on matters involving this application			
First Name:		Last Name:	
Middle Name:		Suffix:	
Full Name:		Organization:	
Title:		Phone Number:	
Title: BCC Secretary		Phone Number: 212-312-1234	
Organization Address:		Fax Number:	
		Fax Number: 212-312-1234	
Telephone Number:		Email:	
212-312-1234		john.doe@cityofnewyork.gov	



Application for Federal Assistance SF-424

16. Congressional District:  17. Program Project:

18. Additional Information Regarding Congressional District:

19. Proposed Project:

20. Estimated Funding (\$):

a. Federal	\$10,000,000
b. Applicant	
c. Other	
d. Total	
e. Program Income	
f. TOTAL	\$10,000,000

21. Is the Application Subject to Review By State Under Executive Order 12372 Process?

☐ a. This application was made available to the State under the Executive Order 12372 Process for review and

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E.O. 12372.

22. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

☐ Yes ☒ No

If Yes, provide explanation and attach:

23. By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if accepted on award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 28, Section 1001)

☒ I ASSENE

24. The list of the locations and addresses, such as Internet site where you may obtain this form is contained in the annual annual or agency specific instructions.

Authorized Representative:

Print Name:  Title:

Address:

City:  State:  Zip:

Phone Number:  Fax Number:

Signature of Authorized Representative:  Date:

## CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** -- The jurisdiction will affirmatively further fair housing.

**Uniform Relocation Act and Anti-Displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

**Anti-Lobbying** -- In the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification, of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form 1-1, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** -- The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (42 U.S.C. 1701u) and implementing regulations at 24 CFR Part 155.

Roger C. [Signature]  
Signature of Authorized Official

5/16/2018  
Date

Interim Mayor  
Title



#### Specific Community Development Block Grant Certification

The Entitlement community certifies that:

**Citizen Participation** – It is in full compliance and following a detailed citizen participation plan that satisfies the requirement of 24 CFR 91.105.

**Community Development Plan** – Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objectives of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 500.

**Following a Plan** – It is following a current consolidated plan that has been approved by HUD.

**Use of Funds** – It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. **Overall Effect.** The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) \_\_\_\_\_ [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. **Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including only fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) tenants, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

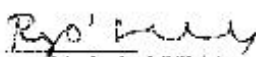
**Excessive Force** – It has adopted and is enforcing:

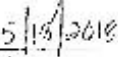
1. A policy prohibiting the use of excessive force by law or enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entry to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

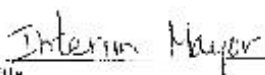
**Compliance with Anti-discrimination laws** -- The event will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2006k) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

**Lead-based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 C.F.R. Part 35, Subparts A, D, J, K and R.

**Compliance with Laws** -- It will comply with applicable laws.

  
Signature of Authorized Official

  
Date

  
Title

OMB/DOJ/OLC Community Development Block Grant Certification

Required for following certification only when one or more of the activities in the action plan are designed or aimed at other community development needs having particular urgency as specified in 24 CFR 570.108(c).

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Randy C. [Signature]  
Signature of Authorized Official

6/10/2018  
Date

Interim Mayor  
Title

**Specific HOME Certifications**

The HOME participating jurisdiction certifies that:

**Tenant-Based Rental Assistance** -- If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

**Eligible Activities and Costs** -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §§92.209 through 92.229 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

**Subsidy layering** -- Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing.

Ryo' [Signature]  
Signature of Authorized Official

5/15/2018  
Date

Interim Mayor  
Title

#### **Emergency Solutions Grants Certification**

The Emergency Solutions Grants program plan certifies that:

**Major Rehabilitation/Conversion.** If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation.

If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion.

In all other cases where ESG funds are used for renovation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 5 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs.** In the case of assistance involving shelter operations or essential services related to direct outreach or emergency shelter, the recipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the recipient serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation.** Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services.** The recipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal, State, local, and private assistance available for these individuals.

**Matching Funds.** The recipient will obtain matching resources required under 24 CFR 576.201.

**Confidentiality.** The recipient has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any shelter assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement.** To the maximum extent practicable, the recipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

**Consolidated Plan.** All activities the recipient undertakes with assistance under ESG are consistent with its consolidated plan.

**Discharge Policy** -- The recipient will establish and implement it, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

Ryo' Gully  
Signature of Authorized Official

5/18/2018  
Date

Interim Mayor  
Title

#### Housing Opportunities for Persons With AIDS Continuum

The HOPEWA grantee certifies that:

**Activities** -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

**Building** -- Any building or structure assisted under that program shall be operated for the purpose specified in the consolidated plan:

1. For a period of not less than 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility;
2. For a period of not less than 5 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

Ryo' [Signature]  
Signature of Authorized Official

5/15/2018  
Date

Interim Manager  
Title

## **APPENDIX TO CERTIFICATIONS**

### **INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION**

#### **Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.





CITY OF ALLENTOWN

No. 29668

RESOLUTION

R77 - 2018

*Introduced by the Administration on June 6, 2018*

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Approves the Submission of the Action Plan to the United States Department of Housing and Urban Development

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*Resolved by the Council of the City of Allentown, That*

**WHEREAS**, the City of Allentown is eligible to apply for funding through federal housing and community development programs for use within the City; and

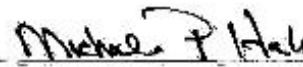
**WHEREAS**, the United States Department of Housing and Urban Development requires the City to prepare an Action Plan to receive such funding; and

**WHEREAS**, the Action Plan serves as the application for Community Development Block Grant Program, HOME Investment Partnerships Program and Emergency Shelter Grants Program Funds, and describes how the City plans to use the federal funds.

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the City of Allentown, hereby approves of the submission to the United States Department of Housing and Urban Development of the Action Plan for the period January 1, 2018 to December 31, 2018.

	Yea	Nay
Candida Affa	X	
Julio A. Guridy	X	
Daryl Hendricks	X	
Cynthia Mota	X	
Courtney Robinson		
Ed Zucal	X	
Roger MacLean, Pres.	X	
TOTAL	6	0

**THIS IS TO CERTIFY, That the above copy of Resolution No. 29668 was adopted by the City Council of Allentown on the 20<sup>th</sup> day of June, 2018, and is on file in the City Clerk's Office.**

  
City Clerk

#### LEGISLATIVE TEMPLATE

- **What Department or bureau is Bill originating from? Where did the Initiative for the bill originate?**

The Consolidated Grants Program (CGP) legislation consists of three ordinances and one resolution and originates in the Department of Community and Economic Development.

The attached legislation, from the Department of Community and Economic Development serves as the template for the City of Allentown's application for federal Community Development Block Grant Program (CDBG), HOME Investment Partnerships Program (HOME) and Emergency Solutions Grants Program (ESG) funds. Each piece of legislation serves a specific purpose, which when combined, contain all the recommended regulatory steps need to apply for these federal funds. These are the same types of legislation presented to City Council every year. However, the actual dollar amounts, list of activities and funds available are different every year.

- **Summary and Facts of the Bill**

This legislation will allow the City to submit its One Year Action Plan for the use of federal Community Development Block Grant Program (CDBG), HOME Investment Partnerships Program (HOME) and Emergency Solutions Grant (ESG) Program funds.

- **Purpose – Please include the following in your explanation:**
  - **What does the Bill do -- what are the specific goals/tasks the bill seek to accomplish**
  - **What are the Benefits of doing this/Down-side of doing this**
  - **How does this Bill related to the City's Vision/Mission/Priorities**

This resolution authorizes the City to submit the Year Action plan to HUD. The Action Plan outlines the use of the federal funds for the upcoming program year in accordance with the priorities outlined in the Five Year Consolidated Plan approved by City Council last year.

- **Financial Impact – Please include the following in your explanation:**
  - **Cost (initial and ongoing)**
  - **Benefits (initial and ongoing)**

With the application to HUD, the City adds \$3,428,730.00 in funds to achieve Community and Economic Development goals, as described in the Five Year Consolidated Plan for the use of federal funds.

- **Funding Sources – Please include the following in your explanation:**
  - **If transferring funds, please make sure bill gives specific accounts; if appropriating funds from a grant list the agency awarding the grant.**

The funding sources for this resolution are the federal Community Development Block Grant Program, HOME Investment Partnerships Program and Emergency Solutions Grant Program.

- **Priority status/Deadlines, if any**

This bill has a high priority status.

With this resolution, City Council is authorizing the City of Allentown to submit its One Year Action Plan for the use of federal CDBG, HOME and ESG dollars.

- **Why should Council unanimously support this bill?**

This resolution allows us to submit our One Year Action Plan to bring additional grant dollars into the City.

ORDINANCE NO. 15450

FILE OF CITY COUNCIL

BILL NO. 24 - 2018

INTRODUCED BY

JUNE 8, 2018

AN ORDINANCE

Providing for the expenditure of certain monies received by the City of Allentown under Title I of the Housing and Community Development Act of 1974, as amended; The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009; and Title II of the National Affordable Housing Act of 1990, as amended; for the purpose of undertaking programs of housing and community development within the City.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ALLENTOWN:

SECTION ONE: That the Mayor is authorized to expend Three Million Four Hundred Twenty Eight Thousand Seven Hundred Thirty (\$3,428,730.00) Dollars in Community Development Block Grant Program (CDBG), HOME Investment Partnerships Program (HOME), and Emergency Solutions Grants Program (ESG) funds for the January 1, 2018 to December 31, 2018 grant year, for housing and community development programs pursuant to the approved Consolidated Plan, appropriate Federal Law and United States Department of Housing and Urban Development (HUD) regulations.

SECTION TWO: That the Mayor is directed to establish and maintain any and all accounts and records as are necessary and to make such transfers as may be required to expend and account for said CDBG, HOME and ESG Funds in accordance with the approved Consolidated Plan, appropriate Federal law, and HUD regulations.

SECTION THREE: That this act of the Council of the City of Allentown is undertaken pursuant to Act 292 of 1974 in accordance with the opinion of the Pennsylvania Attorney General (Opinion 72-75) which holds that CDBG, HOME, and ESG Funds are General Municipal Funds for the purpose of Act 292 of 1974.

SECTION FOUR: That, in accordance with the Action Plan, the Council of the City of Allentown authorizes the appropriation of Three Million Four Hundred Twenty Eight Thousand Seven Hundred Thirty (\$3,428,730.00) Dollars in the following manner:

CODE ENFORCEMENT AND REHABILITATION (CDBG)

700-01-7401-0206	Property Acquisition & Disposition and Management.....	\$200,000
700-01-7401-0207	Site Clearance.....	45,315
700-01-7401-0208	Facade Grant Program.....	50,000
700-01-7401-0212	Hazard Elimination Program.....	10,000

700-01-7401-0215	Program Delivery (Includes Salaries to be Apportioned)	50,000
TOTAL	\$355,315	

PUBLIC SERVICES (CDBG)

700-01-7402-0201	Allentown YMCA	\$10,000
700-01-7402-0202	Lehigh Valley Center for Independent Living	10,000
700-01-7402-0203	The Literacy Center	10,000
700-01-7402-0204	Lehigh Conference of Churches – Daybreak	10,000
700-01-7402-0205	Grace Montessori School	10,000
700-01-7402-0206	Youth Education in the Arts	10,000
700-01-7402-0208	Communities in Schools	10,000
700-01-7402-0209	Community Action Committee of the Lehigh Valley – Community Action Financial Services	10,000
700-01-7402-0210	Neighborhood Housing Services of the Lehigh Valley – HOOP	10,000
700-01-7402-0211	Boys and Girls Club of Allentown	10,000
700-01-7402-0212	The Neighborhood Center	10,000
700-01-7402-0214	Community Bike Works	10,000
700-01-7403-0203	Allentown Public Library	10,000
700-01-7403-0205	Salvation Army Youth Program	10,000
700-01-7403-0207	Pinebrook Family Answers	10,000
700-01-7403-0211	Alliance Hall of Allentown, Inc. - Alliance Summer Recreation	7,500
700-01-7403-0212	Valley Youth House	10,000
700-01-7403-0213	Lehigh Valley Workforce Development	10,000
TOTAL		\$ 177,500

NEIGHBORHOOD REVITALIZATION (CDBG)

700-01-7404-0201	HADC Youthbuild	\$10,000
700-01-7404-0205	Neighborhood Public Improvements	460,771
700-01-7404-0207	City of Allentown-ADA Curb Cuts	500,000
700-01-7404-0209	Allentown Area Food Bank	5,000
700-01-7404-0210	Allentown YMCA Rehabilitation	153,000
700-01-7404-0212	Allentown City Parks/Valania	90,000
700-01-7404-0213	Allentown City Parks/ Jordan Creek Greenway	50,000
TOTAL		\$1,268,771

CD3G – ADMINISTRATION AND ECONOMIC DEVELOPMENT

700-01-7405-0202	Community Action Development Corporation of the Lehigh Valley	\$25,000
700-01-7405-0207	Administration	457,897
700-01-7405-0209	Retail Mosaic Self-Forgiving Loan Program	5,000
TOTAL		\$487,897

#### HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)

700-01-7407-0202	CHDO Activity to be determined.....	\$142,424
700-01-7407-0203	Allentown Community Revitalization Corp.....	388,273
700-01-7407-0204	Administration.....	94,349
700-01-7407-0205	Community Action of the Lehigh Valley – HOME.....	213,848
700-01-7407-0206	Housing Association and Development – Youthbuild-HOME.....	100,000

TOTAL.....	\$849,494
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#### EMERGENCY SOLUTIONS GRANTS PROGRAM (ESG)

700-01-7408-0201	Community Action Committee of the Lehigh Valley - Sixth Street Shelter.....	\$25,518
700-01-7408-0202	Allentown Rescue Mission.....	31,668
700-01-7408-0203	The Salvation Army.....	34,097
700-01-7408-0204	Administration.....	14,231
700-01-7408-0205	Lehigh Conference of Churches – Rapid Re-housing.....	61,670
700-01-7408-0206	Everlasting Life – Warming Station.....	22,509

TOTAL.....	\$189,753
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SECTION FIVE: That this Ordinance will take effect ten (10) days after final passage.

SECTION SIX: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.



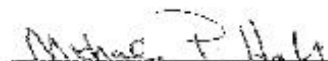
AMENDMENTS:

TO REMOVE GOOD SHEPARD APARTMENT AND ADD \$269,000 TO ALLENTOWN COMMUNITY REVITALIZATION CORPORATION PASSED, 7 - 0

UNDER ESG DELETE EMERGENCY SHELTER ACCOUNT AND ADD TO THE RESCUE MISSION \$31,668 AND SALVATION ARMY \$34,897 PASSED, 8 - 1

	Yes	Ray
Candida Alta, VP	X	
Julio A. Gurdy	X	
Daryl Hendricks	X	
Cynthia Y. Mota	X	
Courtney Robinson	X	
Ed Zucal	X	
Roger MacLean, Pres.	X	
TOTAL	7	0

I hereby certify that the foregoing Ordinance was passed by City Council on June 20, 2018 and signed by the Mayor on June 22, 2018.

  
CITY CLERK

- **What Department or bureau is Bill originating from? Where did the initiative for the bill originate?**

The Consolidated Grants Program (CGP) legislation consists of two ordinances and one resolution and originates in the Department of Community and Economic Development.

The attached legislation, from the Department of Community and Economic Development, serves as the template for the City of Allentown's application for federal Community Development Block Grant Program (CDBG), HOME Investment Partnerships Program (HOME) and Emergency Solutions Grants Program (ESG) funds. Each piece of legislation serves a specific purpose, which when combined, contain all the recommended regulatory steps need to apply for these federal funds. These are the same types of legislation presented to City Council every year. However, the actual dollar amounts, list of activities and funds available are different every year.

- **Summary and Facts of the Bill**

43 Ordinance #1 Establish CDBG accounts

Summary: This legislation is required to establish expenditure accounts for the City budgeting system, in addition to listing all the activities/programs which will be funded for the 2018 Consolidated Grants Program year. It provides the basis for the creation of the Action Plan which is submitted to HUD as the application for the CDBG, HOME and ESG program funds which the City receives every year.

- **Purpose – Please include the following in your explanation:**
  - **What does the Bill do – what are the specific goals/tasks the bill seek to accomplish**
  - **What are the Benefits of doing this/Down-side of doing this**
  - **How does this Bill related to the City's Vision/Mission/Priorities**

This ordinance provides the City with the second step needed to allow the City to apply for and then access \$3,428,730.00 in grant funds for the January 1, 2018 to December 31, 2018 program year. All activities funded comply with the CDBG, HOME and ESG regulations as promulgated by HUD and allow the City to further its Community and Economic Development Initiatives. This bill provides the second step in the process which forms the basis to complete the strategies of the second year of the City of Allentown's Consolidated Plan for the period July 1, 2015 to June 30, 2020.

- **Financial Impact – Please include the following in your explanation:**
  - **Cost (Initial and ongoing)**
  - **Benefits (Initial and ongoing)**

This ordinance provides the City the ability to expend \$3,428,730.00 in federal funds to complete a variety of activities including demolition, public services, neighborhood improvements, administration of the programs, etc. This legislation has no adverse financial impact on the City and the General Fund.

- **Funding Sources** – Please include the following in your explanation:
  - If transferring funds, please make sure bill gives specific accounts; if appropriating funds from a grant, list the agency awarding the grant.

The funding sources for this ordinance are the federal Community Development Block Grant Program (CDBG), the HOME Investment Partnerships Program (HOME) and the Emergency Solutions Grant Program (ESG).

- **Priority status/Deadlines, if any**

This bill has a high priority status. Failure to submit the application to HUD by June 30, 2018 could result in the loss of this money.

- **Why should Council unanimously support this bill?**

The City has again followed the scoring process approved by Council and used in the past to develop this budget. In addition, funding decisions were made by complying with HUD's regulations, which require the City to address concerns/needs noted in its five year Consolidated Plan.

